

Hiring a City Council Community Facility



Cleaning

To leave the allocated facility, including the surrounding grounds, in a clean and tidy state for the next user.

To supply your own kitchen materials, rubbish bags and cleaning liquids. This includes emptying the dishwasher before leaving.

Cleaning equipment

You must check that all equipment utilised during your clean up period has been returned to the cleaning storage area in a clean condition.

Penalty charges

Penalty charges that will include Council recovering full costs that may be incurred for the following reasons:
Unsatisfactory standard of cleaning throughout the facility.
Loss of or damage to keys and facility locks, or chattels.
Failure to conclude the facility hire by the agreed time.
Failure to remove own rubbish.

A \$20 fee will be charged should a key/s not be returned within 48 hours of a casual hire.

Failure to secure the building after your function. Should the Council be required to make good inadequate cleaning.

Cost of a NZ Fire Service Callout (false alarm).

Please check your “booking confirmation” letter, as there may be additional conditions of use applied that are relevant to your use of the facility. You are asked not to use inappropriate materials such as nails, glue, tape and tacks to hang or post information on wall surfaces. Please use the notice boards provided. Should decoration be essential to your activity, please discuss this when you make your booking enquiry.

It is a requirement that you acknowledge and sign off the conditions of use agreement (attached) to indicate that you fully understand and accept your responsibilities.

Right of use

The Council will not permit the facility to be used for inappropriate functions, where damage may occur or where conflict with adjacent neighbours is likely.

Storage of equipment

The Council will not accept responsibility for the loss or damage to any facility user’s equipment while in use or stored within a community facility.

Intruder alarm code

This information has been supplied to you in good faith. Please do not divulge the code to any other person.

Four digit code:



(Do not enter any other numbers)

Contact Details

After hours emergency enquiries should be directed to tel 941 8999

Please return all allocated keys to the point of collection during business hours on the next business day following hire

All keys remain the property of the Christchurch City Council

Christchurch City Council

53 Hereford Street, Christchurch 8011
PO Box 73014, Christchurch 8154
Telephone: 941 8999. Email: info@ccc.govt.nz
Or visit our website: www.ccc.govt.nz

Your responsibilities as the supervising hirer when hiring a Christchurch City Council community facility

Facility allocation/confirmed use

Verifying Councils written confirmation of booking details and rentals are correct. These will be assumed to be acceptable if no disagreement is lodged.

Agreeing to pay After Hours Security Charge for bookings outside of business hours.

Agreeing to prepay rental fees where requested. Utilising only the facilities that have been allocated, and within the approved times.

Lodging a \$300 bond where social functions have been approved (the bond will be returned subject to all the conditions of use being met. The bond will not be released until the facility has been checked).

Returning allocated keys on the next business day after the conclusion of the hire.(a \$20 fee will be charged for lost or unreturned keys)

Cancellation policy

Agreeing that the Council has the right to levy full rental costs for confirmed bookings not utilised or cancelled within 7 days of the event.

Health & safety in employment act 1992

Carrying out the “facility pre-use check”. These forms are situated in the foyer area.

Accepting the responsibility to act as the building “warden”. Verifying the position of all exit points and safety equipment. Confirming that doorways/exit points and stairways are not obstructed.

Being present during the total duration of the hire.

Asking for help if you do not understand these responsibilities.

Damage

Agreeing to report any damage or heavy wear to equipment. Accepting the cost incurred by the Councils contractor to make good any damage or repair caused as a result of your function/event.

First aid kit

To make available, a First Aid Kit to service your own group’s needs.

Fire/evacuation responsibilities

Acting as a Fire/Evacuation Warden during the term of your hire.

Controlling and supervising facility emergence evacuation procedures (check the position of the orange “warden” armband).

Hours of use

Utilising the facility within the approved hours of your confirmed booking.

Concluding your use by midnight and vacating the building by 12.30am. (or the agreed time)

Security of building

To be responsible for the securing (locking all doors and windows) and setting intruder alarm (where fitted) when vacating the premises.

Activity preparation/ closedown/ security

During the closedown phase, ensure all electrical appliances, including heater, are turned off, windows closed and doors locked and secured. Where necessary, activate the alarm.

Occupancy numbers

Ensuring that facility occupancy numbers do not exceed safety limits (Please check these at the time your booking is confirmed).

Alcohol

Specifying and requesting permission for the consumption of alcohol at the time of making the booking.

Making an application to the Council Alcohol Licensing Team for a Special Licence if the sale of alcohol is planned. Information and the form can be found under the Special Licence page at: www.ccc.govt.nz/alcohol

Please note that special licence applications MUST be received at least 20 working days before the event date and may not be accepted if late.

Planning to make sure you are a “Responsible Host”. Refer to the Alcohol Licensing guidelines on Host Responsibility requirements.

Smokefree environments act (1990)

Supervising and policing the Council’s Smoke-free policy. Smoking is not permitted in any part of the Community Centre for within 5 metres of a doorway.

Smoke generating equipment is not permitted in any Council Community Hall.

Flammable materials

Not using gas appliances, barbeques, spit roasts, cookers or flammable liquids that are a safety or fire risk within this Facility. The listed items are an indication only and do not form a conclusive list.

Noise

Ensuring that your activity noise isn’t disruptive to neighbours. Complying with a Council or a Noise Control Officer’s request or instructions.

Telephone

Provision of a cell phone for emergency purposes if there is no public telephone provided in the Centre.

Facility furniture

Facility users must agree not to move furniture (table and chairs) between rooms. Each room has adequate seating to meet legal occupancy levels.

Rubbish

Removing all rubbish from the facility and grounds such as catering materials, food containers, scraps and glassware, used paper towels.

Conditions of use agreement

Name of Hall _____

Name of group _____

Designated contact person _____

Address of contact person _____

Contact numbers

Telephone _____

Cell _____

Fax _____

Email _____

I have read and agree to comply with the conditions of use and acknowledge my responsibilities as outlined in this publication.

Signature _____

Print name _____

Date _____

Bond lodged _____

Staff acknowledgement _____

Bond returned date _____

Staff acknowledgement _____

Under the Privacy Act 1993 all information is collected for the purposes of the contract and will be destroyed within 12 months of the event.