



Settlement Centre Waikato

46 G Boundary Rd. Claudelands Park, Hamilton

Ph (07) 853 2192, fax (07) 853 0469 email: info@scw.org.nz

A project of the Hamilton Multicultural Services Trust (HMS TRUST)

Settlement Centre Waikato, Hamilton - Terms and Conditions of Centre Hire Agreement

The Settlement Centre Waikato is a Community Centre available for use by community groups/organisations, individuals' government departments and agencies. It is the responsibility of all room users/hirers to ensure the rooms and the Centre is left in an appropriate condition at the end of the hire period.

Please read the terms and conditions of use carefully before signing.

If you have any questions regarding this agreement, please contact **Corazon Blow** Centre Coordinator email

corazonb@hmstrust.org.nz or phone the reception desk on **07 853 2192**, all general enquiries email info@scw.org.nz

After-hours' bookings access and security induction

1. If you have a booking after-hours, you will need to have an "after-hours security induction" where you will be given a building access fob and security instructions.
2. The person who is taken through this induction must also be the person who will be in charge of the security fob and access to the building. *The card is not to be passed on to someone in your organisation who has not had the security induction.*
3. The security fob must be returned to the front desk the first working day following the end of venue hire period.
4. **There is a charge of \$25 per day if the security fob is returned late.**
5. Lost security fob charge is **\$50**.

Regular users who have been issued swipe cards

1. If you are a regular user of our rooms, you may have been issued a security fob to keep in for the term of your bookings. Please remember that this card has been assigned to you only, as you are the person responsible for the booking of your group. *Please do not pass this card on to someone else in your group.*
2. If you are going to be away and need to pass this responsibility onto another person, please let us know so we can arrange a security induction with them.

What you Can and Cannot do in the CENTRE

1. You are responsible for the members of your group while they are in the building. Please do not let anyone in the building who is not known to you.
2. The access to the building for your guests outside normal working hours will be via the side doors of the Centre.
3. You cannot interfere with or obstruct in any way Staff and Agency operations in the Centre.
4. You cannot do or allow any act at the Centre that is illegal, a nuisance or annoyance and is not in keeping with the Centre Code of Conduct to Centre users or neighbouring properties.
5. You cannot bring any dangerous goods or animals into the Centre and the following activities are not permitted at the Centre:
 - Gambling
 - Smoking
 - Use of Illicit drugs or substances
 - The Sale of alcohol
 - Removal of fixtures and fittings
6. You are responsible for the health and safety of your guests', volunteers and or staff at the Centre and you must comply with the Centre Health and Safety Policy and evacuation procedures.
7. For safety reasons children must be supervised by an adult at all times while in the Centre and the car park.
Children must not enter the kitchen or reception area without adult supervision.
8. The computers in Room 1 are not to be used – UNLESS BY PRIOR ARRANGEMENT
9. FOOD AND DRINK IS NOT TO BE CONSUMED IN ROOM 1 (Computer Suite).
Please discuss your food requirements when confirming your booking.

10. You must not exceed the maximum number of 90 people permitted under the fire safety provision for the Centre
11. You must vacate the Centre at the agreed times unless prior approval for an extension has been granted by the Centre Coordinator. Failure to do so may incur a further hourly charge.

Bond - Damage to Premises or Contents

1. If there is any damage to the premises, furniture, property or equipment at the Centre, management will arrange a quote for repair or replacement costs and will inform the group concerned. The cost will be taken from any bond that has been paid. If the cost of repair is over and above the amount of bond, we will invoice the organisation for the difference.
2. Any significant damage to the Centre by the venue user may mean you or your organisation will no longer have the use of the Centre. This will be at the discretion of the Centre Coordinator or HMS Trust management.
3. **Refund of Bond** - This will only be refunded after an inspection of the room(s) confirms that the venue has been left in a satisfactory condition following the completion of hire.

All rooms' windows and doors to be secured – including toilet and kitchen and all lights turned off

Code of Conduct

1. All users of the Centre must comply with our code of conduct. There is a copy in each room of the Centre. please make sure your group conducts itself accordingly.
2. No smoking. Hamilton City Council regulations apply. *This is a no smoking venue.*

Health and Safety Policy

All users of the Centre are expected to comply with the Health and Safety requirements and procedures of the Settlement Centre Waikato. There is a copy attached to this document and also on display at the front desk and in the kitchen.

Centre security

Security cameras are located both inside and outside the building, these operate 24hrs. Please let your visitors know.

Evacuation:

Assembly point is on the right-hand side at the end of the car park opposite jubilee park.

Personal Liability

The applicant declares that he or she is twenty-three years (23) of age or older.

I, the Applicant, declare that I will adhere to and will ensure the persons using the premises from our organisation will abide by the terms and conditions set out in this Agreement. I accept full responsibility for the care and safety of any person using the premises during the term of the hire and for any equipment supplied by the Settlement Centre Waikato under the terms of this Agreement.

I understand that I am personally liable for the full replacement and repair costs of any equipment or part of the premises that may be damaged during the term of the hire and any cost of replacement or repair will be deducted from the bond. Should the costs of any replacement or repair exceed the amount of the bond, I shall personally make full payment to the Settlement Centre Waikato for the amount of that excess.

I acknowledge that the members of the Hamilton Multicultural Services Trust Board, Management Team, and Centre Coordinator have unlimited access to the premises at all times and may close down any event where they believe there has been a breach of the terms and conditions of hire or any other reasonable cause. I understand if an event is closed down all monies paid to the Settlement Centre Waikato including the bond will be forfeited.

The Settlement Centre Waikato, Hamilton.

VENUE HIRE AGREEMENT made on _____ (date)

BETWEEN Hamilton Multicultural Services Trust

AND (name of individual) _____

OF (name of organisation) _____

I declare that I am authorised by the organisation to sign this agreement for the purposes specified and that my signature will bind the organisation to the terms and conditions of this agreement.

I, the Applicant, have read and understood the conditions set out in this agreement and confirm that I accept them, and I am signing as the Applicant in my personal capacity.

It is agreed that the form stating hireage details are attached and have been read and accepted. It is agreed that the terms and conditions of the agreement are attached and have been read and accepted.

SIGNED FOR AND ON BEHALF OF: (Your organisation, company, group, agency, or individual)

Name: _____

Position (if applicable): _____

Signature: _____

Date: _____

SIGNED FOR AND ON BEHALF OF: (Settlement Centre Waikato)

Name: _____

Position: _____

Signature: _____

Date: _____

PROOF OF AGE – we may require a copy of your Drivers Licence or Passport to verify you are over the age of 23