



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

### **Settlement Centre Waikato, Hamilton - Terms and Conditions of Centre Hire 2018**

The Settlement Centre Waikato is a Community Centre and is accessed by many members of the local community which includes community groups/agencies, individuals and government departments/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 contract please contact **Patricia Novoa** Centre Coordinator or Front desk staff on **07 853 2192** or email [patrician@hmstrust.org.nz](mailto:patrician@hmstrust.org.nz)

#### **Swipe cards**

1. Any booking outside of normal office hours will require an access card. This must be signed for when collected and returned to the Centre.
2. The access card must be returned the following working day after at the end of venue use.
3. **There is a charge of \$20 per day if the access card is returned late.**
4. Lost access card charge is **\$50.**

#### **What you Can and Cannot do in the CENTRE**

1. You are responsible for ensuring members of the public who are not known to you or your organisation enter the building during your hire time and that the building is empty of people before you leave.
2. The access to the building for your guests outside normal working hours will be 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 or a nuisance or annoyance to us or neighbouring properties or not in keeping with the code of conduct of the Settlement Centre Waikato.
5. You cannot allow any form of:  
Gambling,  
Smoking,  
Illicit drugs or substances,  
Sale of alcohol, or  
Bring any dangerous goods into the Centre, or  
Any animals into the Centre, or  
Remove and fixtures or fittings
6. You are responsible for the health and safety of you and your employees, volunteers, members or invitees at the Centre and you must comply with the Centre Health and Safety Policy and Fire evacuation procedures.
7. For safety reasons children must be supervised at all times while in the Centre and car park.  
**Children must never be allowed in the kitchen or reception area without adult supervision.**
8. The computers in Room 1 must not be used – UNLESS BY PRIOR ARRANGEMENT
9. NO FOOD AND DRINK 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 **Patricia Novoa or other front desk staff.** Failure to do so will incur a further hourly charge.
12. **The Centre alarm must be activated by swiping the card twice quickly in front of the security device on the outside wall when leaving the premise. You will know you have set the alarm when the light flashes on the device.**

## **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 the bond and 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 Manager 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. Inspection of venue includes checks on.
4. The Centre Coordinator will inform the hirer of any decision regarding non-refund or partial refund of the bond.

### **Rooms**

Carpet vacuumed  
Chairs placed appropriately  
Rubbish removed  
Tables wiped  
Remove your own bulk rubbish  
Furniture returned to set plan on the wall  
No marks on walls, whiteboards or blinds or  
Screens

### **Kitchen**

Benches and sinks wiped and cleaned  
Microwave wiped  
Oven and hobs clean  
Fridge wiped – If used  
all dishes washed and stacked in the dishwasher  
Floors Swept  
All rubbish removed  
No kitchen utensils broken or missing.

**All room windows and doors to be secured – including toilet and kitchen and all lights turned off**

## **Code of Conduct**

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.

## **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.

## **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