

LIQUOR LICENCE

No liquor is to be sold, supplied or consumed without a special license from the Liquor Licensing Agency: ph: 09 379 2020. Application forms are available on request and application must be made at least 30 working days before the event date. This includes a 20 day statutory waiting period under the Sale of Liquor Act 1989. The license must be displayed on the premises throughout the duration of the function. If a special license is NOT approved by the time of the function then the sale, supply or consumption of alcohol is PROHIBITED. Failure to obtain a license from the Liquor Licensing Board could result in a fine of up to \$40,000.

FIRE SAFETY

Every hirer is required to be familiar with the procedure for evacuation of the facility in case of fire, and for following the instructions of the hirer's appointed Fire Warden.

These premises are protected by an Automatic Fire Alarm and Smoke Detectors. If deliberately or accidentally activated the Fire Service will respond and this will result in a fine to the hirer of up to \$1500.

Please do not leave ovens unattended as smoke from them will activate the smoke alarms.

A **Fire Warden** must be nominated for each group and their responsibilities are:

- check the location of all fire exits and the assembly area before the function starts
- check all doors twice during the hire period – once on entering the facility and once during the function
- in case of fire ensure the building is clear and be able to account for all people attending the function
- advise the Fire Service when they arrive of the evacuation status.

EVACUATION PROCEDURES

In case of fire:

- Operate the nearest fire alarm box
- evacuate the facility IMMEDIATELY
- Phone the FIRE SERVICE – dial 111

If you hear the fire alarm:

- evacuate the facility IMMEDIATELY
- do not run or linger in passageways, toilets or rooms

All **FIRE EXITS** are clearly marked and the **ASSEMBLY AREA** is on the front lawn.

NOISE

Noise from amplifiers and loudspeakers must be kept to a moderate level at all times. Failure to comply with this condition may result in the early closure of your function.

SUPERVISION OF CHILDREN

Please ensure that all children are supervised at all times, including bathrooms and in the centre grounds.

CENTRE MANAGEMENT

The Pt Chevalier Community Centre reserves the right to have representatives present at any function held at the centre. The centre may also use its discretion to refuse any application for hire or to cancel any booking without assigning a reason.

Give us feedback.....

We welcome feedback and you may have a compliment, a suggestion for improvement, or a complaint.

If you can, first discuss the issue with the Centre co-ordinator, or you may contact a member of the Committee.

For your information.....

SCHOOL HOLIDAY PROGRAMME is run during the day in all school term breaks. Mon – Fri 8am-5pm. Contact the office for more information. *Please note the Annex is not available for hire during these times.*

OP SHOP is open Tuesdays and Thursdays from 10.30 to 2pm and Fridays 11.30am to 3.30pm.

MARKET DAY every 3rd Saturday of the month (except January) 9am to 1pm. Stalls available for hire at \$5.00. Contact the office to make a booking.

JUSTICE OF THE PEACE on site Thursdays and Fridays between 10am-12pm and 1pm-2pm. No appointment necessary. Free service.

PT CHEVALIER COMMUNITY CENTRE INC.

TE WHARE TĀPERE MANATŌPU Ō POINT
CHEVALIER

CONDITIONS OF HIRE

Pt Chevalier Community Centre Inc.
18 Huia Rd, Pt Chevalier, Auckland
P O Box 44-109, Pt Chevalier, Ak 1246
Ph: 09 846 1094
Fax: 09 846 1031

Email:

ptchev.communitycentre@xtra.co.nz

**After hours emergencies ph: Paddy
846-5295 or Valerie 846-3644**



AREAS AVAILABLE FOR HIRE (ROOM CAPACITY)

Lounge (27)

Waiting Room (16)

Downstairs Meeting Room (58)

Annex - except daytime during school holidays (52)

HIRE AND BOND CHARGES

All payments must be paid in advance. Bond payments will be held until the event is completed, and then returned upon the receipt of the keys should no problems have occurred.

HIRE CONTRACT

The hire contract must be signed by a person 18yrs of age or older and returned to the centre office upon payment of bond.

DEPOSITS

If a booking is made in advance a deposit of the full amount of the bond is required along with the signed hire contract. The total hire charge must be paid in full 10 working days prior to the function date. If all charges are not paid by the due date then Pt Chevalier Community Centre Inc. reserves the right to cancel the booking.

BONDS

A refundable bond of \$100.00 is required for all casual/one off bookings and \$50.00 for regular hirers. Deductions from the bond will occur if:

- Facility, equipment or fittings are damaged.
- Extra cleaning is required.
- You enter into or remain in the venue outside the booked period.
- The facility keys are not returned within the stated times.
- Rubbish is left inside and/or outside the venue.
- Any breach of conditions resulting in a call out charge or other costs to the centre.

The bond refund will be issued in the form of a cheque – UNDER NO CIRCUMSTANCES WILL THE BOND BE REFUNDED IN CASH.

BREACH OF CONDITIONS

Any breach of conditions may result in:

- Forfeit of all or part of the bond.
- Closure of the function.
- Refusal to accept future bookings.
- Extra charges being incurred.

CANCELLATIONS

The centre reserves the right to charge a cancellation fee of 25% of the total hire charge if the hirer cancels within 10 working days, 50% if cancelled within 5 working days or 100% if cancelled within 24 hours of the function start date.

HOURS OF USE

Hirers may not enter the facility until the time booked and all functions must end at the completion of the booked period. The booking period must include setting up, dismantling and cleaning of the facility.

ACCESS TO FACILITIES

For functions after hours a staff member will provide access to the facility. In some cases regular hirers may be permitted to hold a key for the duration of their use and is the responsibility of the contract signatory. The centre has the right to recall the keys at any time.

ALARM INSTRUCTIONS

Please note the code issued to each person is confidential and is to be used only by the contact person listed on this contract and not passed onto other members of the group.

Main Building Alarm - enter through the FRONT DOOR at the top of the front steps. The alarm pad is on the left as you enter.

- Check to see if the alarm is set – the pad will read on ON or OFF
- Key in your alarm code if alarm is reading ON

Annex Alarm – enter through the middle blue door. The alarm pad is on the wall directly inside the door.

- Check to see if the alarm is set – the pad will read on ON or OFF
- Key in your alarm code if alarm is reading ON

When leaving the premises please ensure **THE ALARM IS SET** – note you have 10 seconds to exit the building once the alarm is set.

If alarm goes off by accident phone Signature Security ph: 571 0830. They will ask for the password given to the hirer when the key was issued.

CLEANING AND RUBBISH

- Hirers are responsible for cleaning the venue after the completion of the function.

- Hirers must supply dishwashing materials and tea towels. Cleaning equipment provided by the centre i.e. vacuum cleaner, mop & bucket. Main building: Refer to notice in kitchen for location of cleaning equipment/instructions. Annex: Refer to notice on wall above sink for location of cleaning equipment/instructions.
- Tables must be cleaned and returned to their original location. Chairs must be stacked four high along the wall.
- The cleaning of the venue is to be completed within the booking period.
- Hirers must remove all their rubbish from the venue, including any in the centre grounds.

LEAVING THE FACILITIES

Please check:

- All doors and windows are locked.
- All inside lights, heaters & heat pumps are turned off.
- All furniture is left where it was found.
- All cleaning and rubbish procedures have been completed – particularly in the kitchen and toilet areas.
- The statistics details are recorded (Main building upstairs foyer, Main building downstairs on desk, Annex next to stove).

LOSS OR DAMAGE

The Pt Chevalier Community Centre Inc. accepts no responsibility for loss or damage to any property of the hirer or any guest which may be brought to the venue and does not provide insurance cover for any such property. This includes any property inside or outside the venue or property left in storage.

PROHIBITED

NO smoking or chewing gum in the centre.
NO use of ballroom powder, confetti or glitter.
NO decorations or scenery to be attached or hung from any part of the venue without written consent from the centre – including the use of drawing pins.
NO open fires, smoke machines, naked flames including candles or kerosene lamps, BBQs or spits to be used inside any venue without written consent from the centre.