

## **CLOVER PARK COMMUNITY HOUSE TERMS AND CONDITIONS**

### **1. PAYMENTS:**

1.1 Booking is not confirmed until full payment of booking is received. ALL payment must be received prior to using the facility – unless otherwise arranged with house manager.

1.2 Payments can be made by eftpos, debit/credit card or through internet banking. No cash payments are available at the community house.

### **2. HEALTH AND SAFETY:**

2.1 It is the aim of the Management Committee to make the Clover Park Community House as safe a place as possible to minimise the risk of accidents and has a commitment to observe all health & safety requirements as may be specified by any relevant authority.

2.2 It is the responsibility of the hirer to ensure all its users are aware of health and safety procedures as discussed with the house manager and the procedures are adhered to, during the duration of the usage of the facility.

2.3 Any potential hazard should be pointed out to the house manager so that remedial action can be initiated as soon as possible. If this happens outside normal business hours they are to be recorded on an “Incident form” which is located opposite the entrance door by the house managers office.

2.4 In the event of an accident, the Management Committee will investigate to see if there is any action which can be taken to prevent a repetition of the incident.

2.5 First Aid kits are provided and maintained by the Clover Park community house. However, it is recommended that professional aid should be sought in the event of any injury.

2.6 In the event of an accident occurring during office hours, the Manager should be notified immediately.

2.7 In the event of an accident outside office hours, the Manager will need details from those involved so that a report can be made to the Management Committee. An “Incident form” is located opposite the entrance door by the house managers office.

2.8 The Manager will keep an accurate record of all such incidents and report regularly to the Management Committee.

### **3. HIREAGE:**

3.1 Prior to hiring, all hirers are required to complete a booking form, whether online through website, or printed and signed. Terms and conditions MUST be agreed to by confirmation YES on

the online booking form or by signing in person via a paper copy before usage.

3.2 Bookings will be confirmed when full payment and a confirmed or signed agreement of terms and conditions is received.

3.3 All hireage payments will be made in advance unless otherwise arranged with the community house manager.

3.4 All rooms must be booked in advance.

3.5 Casual "Room Hire" must be paid for in advance.

3.6 All room bookings will be charged for unless at least two week's (10 working days) advance written notice of cancellation is received by the Manager. In exceptional circumstances, the reduced period of notice can be accepted.

3.7 All booking will be processed promptly, please allow 3-5 working days to complete the procedure.

3.8 Non-payment by due date will result in your booking removed without notice

**4. CANCELLATION:**

4.1 Cancellation of any confirmed bookings will result 50% deduction of the total hire charged plus an admin fee, if applicable.

4.2 Regular hirers can pay by Direct Credit or AP to our Bank Account. No rent is refundable due to cancellations.

4.3 Cancellation of Casual hire (one off hire) can be credited for future use depending on the availability and must be used within a three-month period.

4.4 A discount may be given for advanced lump sum payments (6 or 12 months in advance) but no rent will be credited in case of cancellation.

**Standard hire rate incl.GST effective 1st July 2019**

	<b>Tutakina Room</b>	<b>Phoenix</b>	<b>Israel</b>	<b>Elsmore</b>
<b>Mon-Fri Non Profit</b>	\$10	\$7	\$7	\$7
Mon-Fri Standard	\$15	\$10	\$10	\$10
<b>Sat-Sun Non Profit</b>	\$20	\$12	\$12	\$12
Sat-Sun Standard	\$25	\$15	\$15	\$15

\*\*\* Conditions apply - Package rates are available on request.

**5. USE OF THE PREMISES:**

5.1 The buildings/rooms/open space may only be used in accordance with prior bookings and payment arrangements made with the Manager.

5.2 Access instructions will be made available upon payment.

5.3 All setting up and tidying up is to be completed within the booked period of hire. Hirers may not enter the hired room until the time booked and must end all meetings/functions and clean up by the completion of the booked period.

5.4 All hirers must confine themselves to their designated areas.

5.5 The hirer is responsible for returning all chairs and tables to their original positions and leaving the premises clean and tidy. Hirers are to ensure their rubbish is removed from the premises. There is a vacuum and broom available for use from the cupboard in the hallway.

5.6 The hirer is responsible for securing the facility at the end of each session, checking that all doors and windows are locked and all lights, stoves and other electrical appliances are turned off. (Except those labelled DO NOT TURN OFF).

5.7 No decorations or scenery may be attached or hung in any part of the community house without prior consent of the house Manager.

5.8 The Auckland City Council operates a liquor ban over its facilities including this Community house as well as the surrounding grounds and car parks. Any User members/hirers noting any violation of this By-Law by any outside party, should record the incident immediately with the Council (09 379 2020).

5.9 There is to be no smoking inside the premises, and no open fires, barbecues or spits are to be used inside the Clover Park community house.

5.10 No additional heating or cooking appliances are to be brought into and used in the buildings without prior approval.

5.11 Any damage is to be reported promptly to the Manager. If the Hirer is responsible for that damage, they may be held liable for all or part of the cost of repairs.

5.12 Any person hiring or using the Clover Park community house, as a condition of that hire or use agrees to act as the Fire/Building Warden on being advised of fire or other danger. The emergency evacuation plan is included with the hire agreement.

5.13 Noise from amplifiers and loudspeakers must be kept to a moderate level at all times and should not be more than 50 decibels. Failure to comply with this condition may cause customer/public complaints to Noise Control (Auckland Council) which may result in the early

closure of your function or confiscation of equipment.

5.14 The Manager/Booking Coordinator shall have the authority to refuse to accept any group as hirers if they have displayed a disregard for these rules and/or failed to leave the building(s) secure after use.

**6. KITCHEN USE:**

6.1 The Clover Park community house will provide hot water, detergent, a plug and a dishcloth at every sink.

6.2 All user groups must be responsible for providing their own tea towels.

6.3 All user groups must wash their own dishes and leave the kitchen area clean and tidy. If the dish-washer has been used, it must be emptied of clean dishes before leaving.

6.4 There are limited cups and saucers so please provide your own.

**7. PARKING:**

7.1 The Committee accepts no responsibility for the location or layout of the car park.

7.2 All users of the car park do so at their own risk.

7.3 The Committee will endeavour to ensure that suitable spaces are reserved as "Disabled Parking" and "Staff Parking".

7.4 The Committee will monitor the lighting of the car park and report any lighting failures to the Council.

7.5 All users of the car park are expected to obey the direction signs and drive with due care for other users and pedestrians.

**8. STORAGE FACILITIES:**

8.1 Secure storage facilities may be provided at the Clover Park community house with a minimum charge to the hirer, depending on availability.

8.2 A minimum 12 months storage fee may be charged for all groups.

8.3 All charges are at the discretion of the Manager in consultation with the Management Committee.

**9. ANIMALS AT THE COMMUNITY HOUSE:**

9.1 No animals are allowed at the community or inside any of the rooms.

9.2 Animals may be brought into the community house but only on the following conditions:

- Animals, with the exception of seeing-eye dogs, are not to be brought into any of the buildings. This applies to both front and back entrance areas.
- Animals must be under their Owners' control at all times.
- Animals must not cause any damage to Centre property.
- Animals must not harm any person or other animal on the Centre property.
- In case of any damage/harm being done by an animal, it is the Owner's, not the Committee's, responsibility to remedy it.
- Animal droppings must be collected immediately and removed by the Owner.

Special Hiring conditions for Social Events: (read these along with the general conditions listed)

Host responsibility: No alcohol on premises.

Please note:

- Alcohol is not permitted for sale in the venue.
- Under no circumstances are guests allowed to hold functions that differ to that stated on the booking form i.e. a family re-union cannot become a 21st Party.
- These premises are protected by an automatic fire alarm and smoke detectors. If deliberately activated the fire service will attend. This will result in a fine to the hirer of up to \$1500.
- No smoking, open fires, BBQs, smoke or fog machines, naked flames or candles can be used during a booking unless prior consent is given by management. Please note there is a charge to isolate the fire alarm.
- Clover Park Community House reserves the right to charge a cancellation fee of 50 per cent if a hirer cancels a confirmed booking. This includes bookings cancelled and re-booked for different day or time.

Fire Safety & Evacuation Scheme for Persons Hiring Clover Park Community House.

In case of fire, evacuate facility IMMEDIATELY; notify the Fire Brigade by ringing 111.

Exit signs are above doors. Emergency procedure notices are in every room. Please make yourselves familiar with these. Should an emergency occur, the assembly area is by the tree in front of the centre. Wait until you are accounted for before leaving. Do not re-enter the community house until told it is safe to do so. The person responsible for the booking is the designated FIRE WARDEN.

Any person hiring or using any facility at the Clover Park Community House as a condition of that hire or use agrees to act as the building warden on being advised of fire or other danger.

The emergency evacuation procedures in this building are required pursuant to the Fire Safety and Evacuation of Building Regulations 1992. Any persons entering this building should make themselves aware of the procedures and exits to be used in the event of alarm and further be guided by the instructions of the wardens duly appointed under these regulations.

This building is provided with a fire alarm system for your safety. This system is operated by breaking the glass, and activating any of the alarm call points in prominent locations throughout the building. It is essential that every continuous sounding of the alarm or other warning is treated as a genuine emergency and evacuation procedures are commenced immediately.

**IF YOU ARE IN CHARGE OF A GROUP ON THE CONTINUOUS SOUNDING OF THE ALARM OR OTHER WARNING, YOU ARE THE WARDEN.**

**FIRE WARDEN** - On hearing the warning signal

1. Evacuate occupants from your floor areas via the nearest exit (Check all rooms, including toilets.)
2. Watch for any people with disabilities who may require assistance and appoint a suitable person to assist as necessary.
3. Note the location and number of any persons remaining in the premises.
4. Report to Building warden at the alarm panel and advise status of evacuation.

IF YOU ARE THE FIRST PERSON TO ARRIVE AT THE ALARM PANEL YOU ARE THE BUILDING WARDEN.

**BUILDING WARDEN** - On hearing the warning signal

1. Ensure Fire service has been called, Dial 111 or delegate to a responsible person.
2. Report to the fire alarm panel and receive status reports from floor wardens.
3. Initiate action if no report received from any wardens.
4. Advise fire service, on their arrival, of the evacuation status, including the location of any persons with disabilities.
5. Do not allow any person back into the building until the all clear has been given by a NZ Fire service officer.

**EMERGENCY CONTACT LIST**

Emergency Service: Fire / Police / Ambulance = **111**

Accident and Emergency Clinic  
East Tamaki Health Care  
124 Dawson Road  
8am-8pm  
09 274 3414

Bairds Road Local A&E  
3 Watford Street, Otara.  
8am-11pm  
09 274 3468

PERSONAL INJURY/ACCIDENT:

\* FIRST AID BOX CAN BE LOCATED IN THE MAIN KITCHEN ON THE SIDE BENCH.

Please fill in relevant form and leave in front of folder. Forms included:

- Serious Accident
- General Accident/Hazard
- Use of First Aid Supplies

SERIOUS HARM – DEFINITION:

Has occurred if any of the following symptoms or conditions results in severe loss of bodily function (permanent or temporary). Need for emergency medical care/hospitalization.

Unconsciousness. e.g. From lack of oxygen

Serious Harm – injury. Falls/slips causing e.g. severe laceration, bone fracture, crushing

CLOVER PARK COMMUNITY HOUSE HAZARD REPORTING:

Record on the incident form which is located opposite the entrance door by the house managers office, any hazards you have noticed or any accidents, near misses which have happened while you were at the Clover Park community house, so that improvements can be made.