

Terms and Conditions of Venue Hire

The following Terms and Conditions apply to all bookings. Please read thoroughly as understanding and agreement of these conditions constitutes part of the booking acceptance. If booking on behalf of an organisation or group of people, please ensure that everyone involved with the event is aware of this information.

Bookings

- Bookings will be prioritised in order of receipt.
- Otaihanga Zero Waste reserves the right to decline any booking request.
- No booking shall be confirmed until the Hirer receives a confirmation email from our Team that the booking is accepted, and the full payment is received.
- All cancellations made within 3 days of the booking will attract a fee of the full booking cost.
- The Hirer is to include in their booking time any set-up, pack-up and cleaning time that may be required.
- The Hirer must enter and vacate the hall as per the time booked.
- The Hirer may only use the area booked.
- All hall hirers must be 18 years of age or over. Adult supervision must be active at all times.

Privacy

Your privacy is important to the Otaihanga Zero Waste. Our privacy policy is governed by the New Zealand Privacy Act 2020. It covers our collection, use, and disclosure of your personal information.

Personal information provided to Otaihanga Zero Waste (OZW) may be held, used and disclosed by OZW for the following purposes:

- To enable OZW to communicate with you regarding your booking.
- To enable OZW to administer and maintain our records.

Bond and fees

- Fees are payable in advance.
- Full payment is required to confirm booking.
- In the event of damage to the premises by the hirer, OZW will pass on any costs of remediation to the Hirer.

Damage and Loss

The Hirer will be solely responsible in respect to any claims arising, or loss, accident, injury, or damage to persons sustained in connection with any function held by them on OZW premises.

- Any loss or damage to OZW property, furniture, fittings, fixtures, appliances and apparatus in or about the said premises will be charged to the Hirer.
- OZW is not responsible, and has no liability whatsoever, for any damage to or loss of any property that the Hirer brings onto or stores on the premises.

- No fixings are to be nailed, screwed, tacked, taped or attached in anyway to ceilings, walls, floors, furniture, or furnishings without prior permission. No writing, painting or disfigurements is to be applied to the furniture, walls, ceilings, or floors. No flammables.
- The Hirer must return all tables, seating, furnishings, or other property to their designated areas.
- If extra cleaning is required or the premises or its contents have been damaged, any applicable costs will be charged to the Hirer.
- If any contractors/trades are called to fix any damage after hours, the Hirer is responsible for all charges, including the charge of the afterhours call incurred.

Health and safety

- All Hirers will be required to undergo a 10 minute Health and Safety Induction before their booking can take place.
- Fire/emergency exit doors must be always kept closed and clear from obstruction.
- The Hirer is responsible for the provision of a cellphone for emergency purposes.
- The Hirer is responsible for maintaining good order and behaviour in all parts of the premises and grounds in use and will not cause, suffer, or permit disorderly conduct or nuisance to arise.
- The Hirer will comply with all laws, regulations, bylaws, and rules applicable to the operation of the event and the use of the venue, i.e., Excessive noise, including taking all practicable steps to ensure that the provisions of the Health and Safety at Work Act 2015 are met at all times.
- The Hirer needs to be able to provide first aid facilities and assistance to anyone injured during the term of the hire and this will be the responsibility of the Hirer.
- The Hirer will be responsible for the behaviour of event participants and for ensuring that activities and persons present adhere to the rules of the OZW and it's premises.
- The Hirer will be responsible for ensuring that the premises are always kept secure i.e. All fire doors must remain closed.
- The Hirer will read and understand the fire and emergency evacuation procedures as posted inside the premises.
- A Fire Warden must be nominated by the Hirer to act in the event of fire.
- In the event of a fire, hall hirers must follow the evacuation plan in place.
- If you are requested to carry out a trial evacuation during your hire, please ensure it is carried out as requested by the Fire Officer. This is a legal compliance requirement. The time taken is usually 5 to 10 minutes prior to your booking, as such, no discount is applicable.
- Animals/pets are not permitted on the premises

Emergency/evacuation procedures

All visitors need to read, and be familiar with, the following emergency procedures document, and be able to respond to an emergency and evacuate the building safely.

Immediate evacuation of all areas of the building is essential upon discovery of a fire or upon the continuous sounding of the fire alarms.

Please appoint a Fire Warden for your group in case of such an emergency.

Wardens on the day of hire

The Hirer is by default the Fire Warden, unless the Hirer appoints a Fire Warden for the event.

In case of fire, or if the fire alarm sounds, the Fire Warden will:

- Evacuate all users to the assembly point.
Call 111 and notify the Fire Service that the alarms are sounding
Check that no one is left in the buildings.
- Complete a headcount for the group—report anyone missing to the Senior Fire Service Officer.
- Ensure no person returns to the building until after the all-clear is given by the Fire Service.
- Liaise with the Senior Fire Service Officer
- Where disabled persons are using the facility, the Warden must advise the Fire Officer.

If the fire alarm was activated unnecessarily, any fees associated with the attendance of the Fire Service will be the responsibility of the Hirer.

Location of fire hoses/fire extinguishers/alarms switches

Please see the floor plan for location of the above. Make sure you, and the members of your group, are familiar with the fire exits.

Negative Behaviours

OZW does not condone any negative behaviours on or around the facilities. The following is not permitted:

- Vandalism
- Aggressive behaviour
- Criminal activity

OZW reserves the right to cancel or permanently ban hirers who engage in negative or abusive behaviour.

Permits and consents

The Hirer shall obtain and comply with the provisions and necessary approvals, consents and licenses from any person, including the Council, to run the event. The costs of these will be met by the Hirer. This includes music, sound systems and Special licenses if applicable.

Security

The Hirer must ensure that all heating and lighting is turned off before they leave. An additional cost may be deducted from the bond or charged to you if any are left on. It is the Hirer's responsibility to check that all outer doors and windows are securely locked when you leave.

Cleaning and rubbish

Please ensure that ALL RUBBISH is removed from the buildings and the surrounding outside area. The total hired area must be left clean and tidy at the end of booked times. Floors must be swept, mopped, and vacuumed if necessary. OZW supplies limited cleaning equipment.

The Hirer must remove all personal equipment and belongings immediately after the function, unless prior approval has been given, within the period of hire.

If OZW is required to do extra cleaning or remove rubbish on your behalf, for any reason, you will be billed for any costs incurred.

Cancellations

Otaihanga Zero Waste reserves the right to cancel or reallocate any bookings if the premises are required for any purposes of an unforeseen event, emergency, or urgent maintenance. In those events your booking will be refunded in full. Any cancellation by the Hirer needs to be put in writing 3 working days before your booking.