

## Te Tūhanga Rau

Address: 108 Strathmore Ave, Strathmore Park, Wellington 6022

Phone: 04 388-2776

Email: [bookings@spcc.org.nz](mailto:bookings@spcc.org.nz)



Thanks for your interest in hiring a space at Te Tūhanga Rau, our community centre. Please complete this booking form and read and sign our terms and conditions. We will confirm the booking when we receive payment – unless other arrangements are made

### YOUR DETAILS:

Name (individual/organisation):

Postal address:

Name of main contact person(s) if an organisation:

Email:

Phone:

### BOOKING DETAILS

Tangi te Keo (hall)    Te Puna o Tara (lounge)    Whātaimai (small meeting room)

Ngake (clinic)    Entire facility

Date:

Day:

Start time:

Finish time:

Reason for booking:

Approximate number of people attending:

Is the event open to the public? :  Yes :  No

Other information:

Will there be alcohol on site? :  Yes (please see the alcohol section below)    No

### PRICES per hour unless indicated

#### Standard rates

Whole facility – peak \$40    Whole facility – off-peak \$35    Whole facility – Friday/Saturday 5-11pm \$250  
 Tangi te Keo (hall) \$30    Te Puna o Tara (lounge) \$20    Whātaimai \$15    Ngake (clinic) \$15

Peak hours are Saturday and Sunday until 5pm. Friday and Saturday evenings are for 5-11pm block bookings only.

Shared use of the kitchen area is at no additional cost.

A security check fee of \$60 is required for all bookings finishing after 10pm, or if alcohol will be consumed.

#### Discounted rates

Contact us to discuss if these rates are applicable for your booking. These apply where the booking is for the benefit of Strathmore Park residents (not commercial or government).

Whole facility – peak \$30    Whole facility – off-peak \$25    Whole facility – Friday/Saturday 5-11pm \$150  
 Tangi te Keo (hall) \$20    Te Puna o Tara (lounge) \$15    Whātaimai \$10    Ngake (clinic) \$10

#### Sound system

Indicate if you require access to the sound system. It is Bluetooth capable, or use inputs, with two ceiling-mounted speakers.

Yes    No

### REFUNDABLE BOND IS REQUIRED

Daytime hire: \$150 bond   Fri or Sat evening hire: \$300 bond

You will get your bond back provided you leave the room(s) the way you found it (bring your own cleaning products, make sure nothing is broken and furniture is back where it was, and take your rubbish away with you). You must also leave the centre within the

times stipulated on your booking form. Failure to comply may result in your bond not being returned to you.

## **MAKING A PAYMENT**

You can pay by internet banking or cash. For internet banking please credit the Strathmore Park Community Centre Trust: **02 0520 0221763 000** (Add your name and booking date as reference).

## **KEY AND ALARM**

Once payment is made you will be issued with key(s) and alarm code, if applicable. You are responsible for the care and safe-keeping of the key(s) during this time. The key(s) must be returned to the community centre on completion of hire.

## **ALCOHOL**

For a private function where alcohol is provided but not sold, a licence is not required. If you want to sell alcohol at your function, or alcohol is included in the ticket price, you need to get a special licence from Wellington City Council. We will need to see your licence before we give you the centre keys.

## **TERMS AND CONDITIONS FOR COMMUNITY CENTRE HIRE:**

These terms and conditions apply to all room hire at Te Tūhunga Rau. Please read them all in full – agreeing to them is part of your booking. Also, please make sure all relevant people in your group are aware of them. For the purpose of these terms and conditions, 'we' or 'us' means the Strathmore Park Community Centre Trust; 'you' means you, the hirer, and 'event' means whatever you are booking the space for. No subletting of Te Tūhunga Rau is permissible by you. You will be liable for any costs incurred in the collection of outstanding fees.

## **Sustainability**

As a centre user, you are a kaitiaki (guardian) for this special community space, therefore we request you to reduce your waste.

- We strongly suggest that you do not use single use/disposable plates and cutlery.
- We have enough crockery/cutlery for (TBC) people for you to use for free. We also provide dishwashing liquid, cloths & tea towels. For larger gatherings, check with us to ensure the correct crockery is available for your hire.
- For private social events, rubbish and recycling must be taken away by you.
- For small community groups, rubbish and recycling can be left in the proper bins.
- There is no composting available on site.

## **Before hire**

- You must pay the agreed hire fee two weeks in advance, unless otherwise arranged.
- You must pay a bond prior to the key being issued
- You may lose some or all of your payment if you cancel your booking less than 10 days before your event.
- You must include setting up and packing up time in your booking.
- If you want an ongoing booking, talk to the community centre staff. You will be expected to pay for the use of the room even if it's not used at this time. There are exceptions if enough notice has been given.
- We reserve the right to decline any applications.
- We reserve the right to cancel any bookings if the space is required for urgent maintenance, or if it is needed for an emergency purpose, eg if the centre is activated as a Community Emergency Hub, in the event of a declared emergency. You will be refunded if this happens.

## **During hire**

- You are responsible for maintaining appropriate behaviour in and around the premises.
- No stiletto-heeled shoes to be worn anywhere inside.
- Decorations, posters etc must be attached only with Blu Tac, tape or other product that does not mark or damage the walls. Decorations can be tied to the rafters.
- No amplified music after 10.30pm. In consideration of the neighbours, leave windows closed when loud music is playing.
- If we have to call a security guard for any reason, you will be charged for this.
- We are not responsible for any damage to, or loss of, anything you bring to our premises.

- Any damage to the building (eg broken window) or urgent maintenance issue (eg blocked toilet) must be reported at the time to Wellington City Council, 04 499 4444.

### After hire

- Cleaning: Wash and put away dishes; surfaces cleaned, eg tables, benches and oven; floors to be swept; mop if spillage has occurred. Take all rubbish, including recyclables with you.
- Leave the building by the time you say you will.
- Take all personal belongings and equipment with you at the end of your event.
- Check all the doors and windows are closed/locked when leaving the building. Make sure all heating and lighting is switched off.
- Any damage you caused to our property must be reported to us by the next working day.

### HEALTH AND SAFETY, AND EMERGENCY EVACUATION PROCEDURES

- You are responsible for the wellbeing of people at your event (e.g. preventing injuries).
- Maximum capacity of the building (fire regulations) is 100 people. You must ensure this is not exceeded.
- Smoking is not permitted on the premises or outside in the carpark or landscaped area.
- A warden must be nominated. This person should know the whereabouts of all emergency exits, fire extinguishers, evacuation assembly points and first aid equipment (which must be accessible at all times during your event). We will give this information when the key is picked up.
- The warden must have a working mobile phone on them at all times, in case of emergency.
- In case of a fire or other emergency, the warden is expected to:
  - phone 111 to confirm the nature of the emergency and the community centre's address
  - evacuate everyone to the assembly point at the side of the building
  - check that no one is left behind in the building
  - phone Wellington City Council on 499 4444 to let them know what has happened (they will inform us)
  - liaise with the New Zealand Fire Service officer
  - make sure no one returns to the building until you get an 'all-clear' from the fire service
- In the event of an earthquake that is long and strong, hirers must evacuate the building once the shaking has stopped. Everyone should remain on the property, or go further up the hill, in case of a tsunami. Moving down Strathmore Ave will take people into the tsunami zone.

I have read and agree to the above information, terms and conditions for community centre hire, and health and safety, and emergency evacuation procedures.

Name:

Signature:

Date: