

# ALEXANDRA COMMUNITY CENTRE

## TERMS AND CONDITIONS OF HIRE



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## SECTION 1

### **GENERAL TERMS AND CONDITIONS OF HIRE FOR COMMUNITY FACILITIES**

#### **1. BOOKINGS**

Bookings for Council facilities will be approved on a case-by-case basis. Confirmation of your booking is also confirming you will adhere to all central government Covid-19 restrictions listed on the Covid-19 official website here on [www.covid19.govt.nz](http://www.covid19.govt.nz)

Users are encouraged to use the COVID Tracer App QR Code posters which are installed by main entrance doors to keep a record of when they have used the hall.

All bookings to Central Otago District Council phone 03 440 0056.

A tentative booking for a selected date shall be permitted where the actual date is uncertain. However, should another application be received for that date, the party who made the tentative booking shall be required to confirm the reservation verbally or in writing within such time as stipulated.

#### **2. ACCESS PRIOR TO TIME OF HIRE**

Access may be permitted prior to the time of hire for the purpose of making preparations preceding the hire period, provided the venue is not required for another engagement.

#### **3. FEES & CHARGES**

Charges for the use of the facility will be quoted when confirmation of the booking is made. Refer to [CODC Fees and Charges](#)

#### **4. LIABILITY FOR PAYMENT OF RENT**

In the event of the venue not being required, the person or organisation that initially booked the venue shall be responsible for payment in full unless advice of cancellation is received seven days prior to the proposed hire date.

#### **5. BOND**

A bond shall be payable to the Council when a confirmed booking for a social function is agreed, unless agreed otherwise.

**6. RESPONSIBILITY FOR COMPLYING WITH THE CONDITIONS OF HIRE**

The hirer shall appoint an adult to accept responsibility, sign the hire agreement and ensure compliance with the conditions of hire.

This person shall be deemed to have accepted the responsibility for complying with the conditions of hire, including the Sale and Supply of Alcohol Act requirements (refer Clause 12).

**7. POWER TO REFUSE HIRE OF THE VENUE**

It shall be at the discretion of the Council to refuse to let the venue on any occasion.

**8. PERMITTED NUMBERS**

Refer to the Terms and Conditions of hire (Appendix 1) relating specifically to the local venue.

**9. NO SMOKING POLICY**

Smoking is not permitted in any part of the venue. Any cigarette butts left outside the venue must be removed.

**10. FIRE PREVENTION**

The hirer shall observe the requirements of all Acts and Regulations in connection with Danger from Fire and the Council's "No Smoking" policy. All exits are to be kept clear of obstacles.

**11. EVACUATION OF PREMISES**

The hirer shall in the event of an emergency, ensure the premises are vacated and that the appropriate Emergency Service is alerted.

**12. SALE AND SUPPLY OF ALCOHOL**

If you are holding an event where alcohol will be for sale, then a special Licence is required.

Alcohol is deemed to be for sale if you are selling over the bar, charging a fee such as an entry fee, ticket price or other payment for an alcohol-inclusive matter, if the cost of alcohol is included in pre-sold tickets, or if you ask for koha or donation in relation to an alcohol-inclusive matter.

The adult appointed (refer Clause 6) shall be deemed to have accepted the responsibility for complying with the Sale and Supply of Alcohol Act requirements. All functions must be supervised by adults.

Persons under the age of 18 years **shall not** be served alcohol on the premises.

It is recommended that hirers supply food, low or non-alcoholic beverages and provide transport for their patrons.

**13. SOUND**

All sound requirements are the responsibility of the hirer including any appropriate licenses to prevent infringement of copyright (s93 (3) of the Copyright Act) in relation to the playing of sound and video recordings.

**14. NOISE LEVELS**

Noise must be kept within acceptable limits to avoid disturbing residents in the locality. All live or pre-recorded music must cease at 1.00am, unless otherwise stated in the information sheet relating to the specific local facility. (Refer Section 2)

**15. SUB-LETTING**

Sub-letting of the venue is prohibited.

**16. ADVERTISEMENTS**

Advertisements in newspapers for functions or events to be held in the venue must include the full name of the organisation arranging the function.

**17. INSURANCE**

The hirer shall be held responsible for the insurance of any items, exhibits etc that they have brought into the venue during their booking.

The hirer shall indemnify the Council against any loss or damage to property, furniture, fittings, appliances or apparatus caused or suffered during or arising out of the hire or any other claims.

**18. VENUE USE**

The venue shall only be used for the purpose for which it has been let. If, in the opinion of the Chief Executive or their authorised officer, the venue is being used for a purpose other than that for which it has been let or if anything is done or proposed to be done that will create a nuisance, the hirer shall stop such unauthorised use or actions, failing which the venue may be closed.

**19. DAMAGE**

No nails, screws or fixtures or other fittings are to be fixed to any surface that may tend to disfigure the appearance of the venue or damage it in any way.

**20. STORAGE OF FURNITURE AND EQUIPMENT**

The hirer shall be responsible for setting up the venue for their function and for storing all furniture and equipment back in the appropriate storage areas. If this is not done, then Council may employ a contractor to do this and costs shall be recovered from the hirer.

**21. ELECTRICAL APPLIANCES**

The hirer shall ensure that when electrical appliances have been used, they must be thoroughly cleaned and switched off at the wall before vacating the venue.

**22. SECURITY**

The venue must be securely locked at all times when unattended and **all** doors and windows are to be securely locked at the conclusion of the hire.

**23. CLEANING**

The venue shall be left clean and tidy prior to the hirer vacating the premises. Failing to do so will render the hirer liable for any additional expenses incurred by the Council or its contractors, in cleaning or tidying the venue.

**24. REMOVAL OF RUBBISH**

The hirer shall remove all rubbish from the premises. Event organisers are encouraged to minimise and recycle waste.

**25. REMOVAL OF HIRER'S CHATTELS FROM VENUE**

At the conclusion of the hire, the hirer shall remove all of their equipment including decorations, goods, chattels and effects from the venue within the time required by Council, otherwise they may be removed at the hirer's expense and an additional charge made to the hirer for the extended use of the venue or part thereof.

**26. ANIMALS**

No animals of any description shall be allowed on the premises.

## SECTION 2

### **SPECIFIC CONDITIONS OF HIRE FOR THE ALEXANDRA COMMUNITY CENTRE**

**1. BOOKING**

Bookings to Central Otago District Council phone 03 440 0056. Tentative booking of a select date, subject to confirmation later, is allowed where the actual date is uncertain. However, verification must be made to confirm the booking.

**2. BOND**

A bond is payable to the Council when a confirmed booking is received for a social function the bond may be returned in full or part after a venue inspection is carried out to the Council's satisfaction. The bond is currently set at \$200 but may be increased from time to time by resolution of the Vincent Community Board.

**3. HIRING OF THE KITCHEN/JORDAN LOUNGE (SENIOR CITS ROOMS)**

The Council cannot hire out the above venues until the Senior Citizens have been contacted to make sure this venue is available.

**4. SESSION TIMES AND CHARGES**

Charges for the use of the facility are on a half day and whole day basis. See [www.codc.govt.nz](http://www.codc.govt.nz) fees and charges.

\*Strict noise controls apply after 1.00am.

**5. SETTING THE AUTOMATIC DOOR FOR PUBLIC ACCESS**

**To access main door,** Use the large key (enter quickly). Once inside using the small key insert into lock on left hand side of door (as looking out to street) and set the door to automatic. Remove key from lock.

**To exit the door,** Using the small key in lock set the door to lock (take it off automatic). Remove key, and to exit the building push the green button on the side of the door.

**6. PERMITTED NUMBERS**

The maximum number of people permitted are as follows:

Hall - 270 persons seated

Jordon Lounge/Reading areas combined – 50 persons

Kitchen/Bar – 4 persons

## 7. HEATING

### Foyer

The heating switch for the heaters in the foyer is situated next to the fire hydrant in the foyer

### Hall

To operate the Heat Pump system, press the top right-hand button with round symbol. A green light will illuminate on the button to indicate it is operating.

The mode and temperature are pre-set, and the controller buttons are locked off, so please do not try and tamper.

The system will run for three hours then turn itself off.

If you have finished with the heat pumps within that time press the top right-hand button with round symbol to turn the system off.

### Jordan Lounge

There are too high wall mounted heat pumps in the room and the controllers are attached to the wall near the heat pumps.

**NOTE: Make a point of checking that all heating is switched off at the conclusion of hire.**

## 8. ELECTRICAL INFORMATION/PROBLEMS

The hall switch box is in the Senior Citizens Manager's Office. If you experience any electrical problems call the Council number 440 0056 you will talk to the answer service and they will call out the Council Contractors to fix the problem.

## 9. LIGHTING BARS

The hall has two ceiling lighting bars with 10 theatre plugs (each 10 amps) on the car park side, and 6 theatre plugs (each 10 amps) on the Jordan Lounge side. The safe loading limit for these bars has been set at 10 lights of up to 10kg evenly dispersed along the bar. For the bar closest to the car park, and 6 lights of up to 10kg on the bar closet to the Jordan Lounge side.

The control for these lights is via the plug fitting through the wall on right of hall entrance (below the heating switch), which links directly to the main switchboard housed in the Senior Citizen's managers office. Access needs to be given to this office to enable the lighting technicians to arrange the control panel and connect the 16 patch plugs.

## 10. BAND POWER SUPPLY

The band power supply outlets are situated against the southern wall in front of the dance floor. The bank has four plugs (total 32 amps) and there is another large standard plug (10 amps) alongside.



**11. HALOGEN LIGHTS**

The light tracks and halogen spotlights in the Community Centre are the property of the Central Otago Arts Society. Any use of these lights **MUST** be with the permission of the Arts Society directly and not through Council.

Smoking is not permitted in the Community Centre. Persons hiring the venue for a social gathering should ensure that there are adequate receptacles outside for cigarette butts.

**12. ADVERTISEMENTS**

Advertising on site is only permitted in the Council notice board. Key available from the Council Office, Dunorling Street, Alexandra.

**13. DECORATION**

**The floors, walls or any part thereof, must not be broken or damaged by nails, screws, fixtures or fittings. No writing, printing, decorations, or any disfigurement will be permitted on the walls, nor may anything be done that may tend to disfigure the appearance of the venue, or damage it in any way. The Material wall coverings are designed to enable decorations to be placed using Velcro spots only.**



**Please use picture hooks provided on the picture rail. Extra Picture hooks are located in a box in the storage cupboard as shown below.**

**14. ACCESS PRIOR TO TIME OF HIRE:**

The hirer is permitted access to the venue for the purpose of making preparations during the morning or afternoon as the case maybe preceding an afternoon or evening hire, provided the venue is not required for another engagement.

The hirer may, however, obtain the right to the venue for the purpose of making such preparations on the payment of the normal hire charge for the period required, provided the venue is available and such right is exercised at the time of booking.

**15. CLEANING**

On vacating any part of the venue, the hirer shall leave it in a clean and tidy condition. In the hall storeroom there is a broom and vacuum cleaner, the hirer is to provide their own cleaning products.

**Failing to leave the Hall clean and tidy will render the hirer liable for any additional expenses incurred by the Council in cleaning or tidying the venue.**

**THESE CONDITIONS WILL BE ENFORCED BY THE CENTRAL OTAGO  
DISTRICT COUNCIL**

## SECTION 3

### FIRE AND EVACUATION PROCEDURES

The adult appointed to accept responsibility for complying with the Terms and Conditions of Hire for the Alexandra Community Centre shall make themselves aware of the Fire Safety and Evacuation Procedures for the Alexandra Community Centre.

The hirer's responsibilities are as follows:

1. Ensure that the "No Smoking Policy" is complied with within the venue.
2. Ensure that all exits are kept clear and that all exit doors are able to be opened from the inside at all times.
3. To ensure that in the event of emergency, the hirer shall assume the responsibilities of the Building Fire Warden and the evacuation of occupants.
4. Break the glass on one of the automated fire alarm units located throughout the hall. This will automatically activate the emergency services fire alarm.
5. Direct all occupants to leave the building and assemble at the Evacuation Point (fountain at the corner of Skird and Tarbert Streets)
6. Ensure that all areas are checked for occupants.
7. Ensure that someone is nominated to assist any persons with disabilities.
8. Ensure that in the event of an emergency, other than fire, a 111 call is made to the appropriate Emergency Service.
9. Ensure that no one returns to the building until the "all clear" has been given by Emergency Services.

**Note:** If the fire alarm stops ringing it does not mean that the "all clear" has been given.

10. Liaise with the Emergency Services Officer In Charge.
11. On the instructions of the Officer in Charge, advise the occupants of the "all clear".

In the event of a fire, occupants should not put themselves at risk and should only attempt to extinguish a fire after the alarm has been raised, occupants have been evacuated, and then only if it is safe to do so and only if the correct extinguishing medium is available.

## **SECTION 4**

### **EQUIPMENT LIST**

#### **Storeroom number 1**

- 8 x large portable stage pieces (1.2 x 1.2 x 300)
- 2 x band steps
- 5 x fixed leg tables 59cm x 180cm
- 2 x trestle tables 67cm x 180cm
- 9 x trestle tables 80cm x 180
- 6 x trestle tables 67cm x 240cm
- 1 x projector screen

#### **Storeroom number 2**

- 120 x Folding Chairs
- 1 x lectern

#### **Bar**

- 1 x glass washer
- 1 x bar fridge

#### **Kitchen**

- 1x dishwasher
- 1x commercial range

**Please note:** There is no crockery, cutlery, or other cooking utensils provided. This can be hired from the Alexandra Senior Citizens as a separate hire phone 03 448 7007 to arrange.

## SECTION 5 FLOOR PLAN

