



FACILITY BOOKING FORM

Regular Hire

Name of organisation _____
 Purpose of hire _____

Name of *primary* contact person

Name of *secondary* contact person

Address _____ Phone Day _____ Mobile _____ After hours _____ Email _____	Address _____ Day _____ Mobile _____ After hours _____ Email _____
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Postal Address for invoice (if different to primary contact person)

Booking Requirements

Note: Booking time must include set-up and clean-up time. Please make sure you calculate this into your booking to avoid clashes with other bookings.

Booking Details

Stadium ☐ Community Room ☐ Lounge Full ☐ Half ☐ Kitchen ☐ Bar ☐
 On _____ day(s), day of month etc)
 From (date) _____ to (date) _____ between _____ am/pm _____ am/pm
 Approximate numbers expected _____
 Dates not required (please tick) School Holidays ☐ Other _____

Note: Centre closes at midnight and on Statutory Holidays

Please advise Centre staff in advance if your group is not able to attend on a certain date so that the room can be made available to someone else. In this case you will not be charged. Later notice will incur the usual charges.

At times, Rolleston Community Centre needs to accommodate one-off bookings which may necessitate moving your booking to another room. Management does not wish to inconvenience you and will endeavor to discuss this with you in advance of this occurring.

You will be invoiced monthly following your use of the facility.

Equipment Requirements

Free of charge, but please state requirements by putting a number and/or tick next to the items you require.

Chairs – lounge/community room		Screen	
Stadium Seating		Stereo & Mic	
Tables – trestle (max 24)		Lectern	
Whiteboard*		Data Projector	

Please provide your own laptop. The data projector is PC compatible.

Please note: no areas or equipment other than those agreed to by both parties are to be used.

*note- Whiteboard Markers not provided.

**Additional information/
special requests**

I have read the terms and conditions of hire and agree to abide by them.

Name _____ Signature _____ Date _____

**To confirm your booking please complete, sign and return this form to:
Rolleston Community Centre, 94 Rolleston Drive, P O Box 90 Rolleston**

Office Only:

Room Hire Charge _____ Per _____
Bond Charge _____
Total Amount _____

Signed by: _____ Date: _____
Position: _____

Rolleston Community Centre Terms and Conditions of Hire

HEALTH AND SAFETY: The hirer shall comply with all the regulations and requirements as to meet the health & safety objectives of the Rolleston Community Centre. The Hirer undertakes to read and understand building evacuation procedures as displayed, and in the event of a fire to act as Fire Warden. If an accident occurs, an Accident form is to be filled out (located in the stadium, the community room and the kitchen off the lounge) and it is to be reported to the Manager as soon as possible. Rolleston Community Centre has basic first aid supplies and an Automatic External Defibrillator AED, located on the wall in the corridor near the toilets. If your hire is for sport or other uses where injuries are common, please have the necessary first aid provisions available for your participants. If your event has large numbers of the public attending you will be required to have designated Health and Safety Officers in attendance. **NO SMOKING** on premises or anywhere near the entrance doors.

Duty Manager: Will be on site at all times. Any issues should be brought to their attention in the first instance.

STADIUM FLOOR: No foodstuffs or drinks will be allowed in the stadium without the prior permission of the Manager. Non-marking soles are to be worn in the gymnasium. No skateboards, bikes or stiletto heels. The floor needs to be dust mopped at the end of your hire period. If you have hired the stadium for an event which involved the consumption of food and/or drink in the stadium, Centre Management reserves the right to have the floor cleaned by a commercial cleaner at your expense.

TABLES & SEATING: You are responsible for setting up your tables and seating, unless otherwise arranged. Please discuss with staff when you make your booking, as set-up may incur an additional charge. Capacity is restricted by building regulations with a total capacity of 1000 allowed for the entire building.

CLEANING & RUBBISH : Appropriate cleaning equipment is provided for the rooms being hired, with the exception of tea towels, so please bring your own. It is the hirer's responsibility to leave the rooms/spaces being used in a clean and tidy state. You are requested to remove excessive rubbish from the premises after your event. Please use the yellow-lidded recycle bins for any recyclable items. All kitchen equipment, bench tops and floors must be kept clean and tidy. **Should the facility not be cleaned to an acceptable standard, Centre Management reserves the right to engage the services of a commercial cleaner at the hirer's expense.**

DAMAGE: The hirer shall meet the cost of rectifying any damage sustained to the venue while they hire the facilities. The hirer will be responsible for any damages caused by any persons attending their activity. The hirer will also be responsible for any items found to be missing from the centre after hire. To protect the longevity of the carpet in the lounge, please refrain from consuming drinks with food colourings as these can permanently stain the carpet.

FIRE ALARMS: It is the hirer's responsibility to ensure they are familiar with the safe evacuation of their area of responsibility in the event of a fire and or alarm. **NB: In the event of a false alarm being activated the hirer may be required to pay part or all of the call out fee the Centre is charged which can be up to \$1000+GST.**

INSURANCE FOR EQUIPMENT STORED:

You are responsible for your own property insurance; however please advise Management of the type of equipment you are storing here.

Financial Responsibilities:

The Hirer will be personally responsible for cost of hire. Overdue accounts will incur all costs of collection, including debt collector's fees, solicitor costs, charges and expenses on a solicitor and own client basis which will be added to the account.

LIABILITY:

The Selwyn District Council/ Rolleston Community Centre is to be absolved from any liability that the hirer is legally liable for, which may arise through granting this approval. The hirer shall indemnify the Selwyn District Council/Rolleston Community Centre from all actions, suits, proceedings, claims, costs and demands which may be made or brought against the Selwyn District Council/Rolleston Community Centre including legal fees and costs incurred by reason of the permission granted to the hirer, and including, neglect or default of the hirer's agents, employees or sub contractors for which the hirer is legally liable.

Civil Defence

This Community Centre makes its facilities available to Civil Defence in emergency events, as it did during the Canterbury earthquakes. We reserve the right to cancel, amend and refund bookings.