

RICHMOND CONTRACT FOR HIRAGE OF THE CLUB ROOMS (NON-MEMBERS)

Please fill out your booking details in the contract. Read the enclosed terms and conditions of hire of this venue and the enclosed fire evacuation procedures. Sign both copies of the contract, return one copy with your hire age fee.

Booking Details

Group:	Date of Hire age:
	Time of hire age:
Contact Name:	Address:
	Phone: Mobile:
Activity type	No. of People:
Do you require the use of the kitchen Y/N	
Special Conditions:	<ol style="list-style-type: none"> 1. No furniture is to be removed from the premises. 2. No alcohol is to be drunk outside the premises. 3. Organisers and guests must vacate the premises within half an hour of the bar closing
Please note: <ol style="list-style-type: none"> 1. Alcohol is no permitted to be brought into or taken away from the venue. 2. If alarms are deliberately activated, the New Zealand Fire Service will attend. This will result in a fine to the hirer of up to \$1500. 3. No smoking, open fires, smoke or fog machines, naked flames or candles. 4. The venue provider reserves the hirer cancels within one month of the function date. 	
Bookings Charges	
Venue Hire	\$400
Bond	\$100
Total	\$500

Declaration: I hereby certify that I have read and accept the special conditions above, the terms and conditions for hire and the enclosed fire evacuation procedures and that I am over 20 years of age.

Signature of applicant: _____ **Date:** _____

Tirohia Smith: _____ **Date:** _____

Richmond Rovers Secretary

Ph: (09) 372-2345

Mobile: 027-385-9437

Receipt No.: _____

RICHMOND ROVERS RUGBY LEAGUE AND SPORTS CLUB INC

TERMS AND CONDITONS OF HIRE

Hire contract

The hirer's contract must be signed by the date specified. The bookings officer will advise you of requirements when booking is confirmed. If charges are not paid by the due date, the venue provider reserves the right to cancel booking.

Rates

A day rate for the club from 8.30am to 5.00pm is **\$200 hire age plus \$100 bond**

A night rate for the club commencing at 6.00pm to midnight is **\$400 hire age plus \$100 bond**

Bonds

A refundable bond is required for bookings. Deductions from the bond will occur if:

1. Venue, equipment or fittings are damaged.
2. Extra cleaning is required.
3. You enter or remain within the venue outside the booked period.
4. Rubbish inside and or outside the venue.
5. Any other breach of these conditions has occurred, in call out charges of other costs.
6. If there are no problems the bond will be returned in full within 5 working days of the date of the function. If additional charges are incurred, the refunding of the bond may be delayed.

Cancellation

The venue provider reserves the right to not provide a refund if the hirer cancels within one month of the function date.

Right of refusal of hire

The venue provider may, at its discretion, refuse any application for hire and may cancel any booking without giving a reason. In each case all monies will be returned in full.

Access to Venue

Access details will be discussed with you at any time of hire age.

Cleaning and Rubbish Removal

Hirers are responsible for cleaning the venue, these include the following:

1. Floor cleaning materials are provided
2. Hirers must supply dishwashing materials and tea towels if using the kitchen
3. Chairs and tables must be cleaned and returned to their original location
4. Cleaning of the venue is to be completed within the booked period
5. Hirers must ensure that all rubbish is placed neatly in the bins provided. This includes of any rubbish from the car park and adjacent grounds.

Noise

Noise from amplifiers and loud speakers must be kept to levels complying with the distract plan at all times. Failure to comply with this condition may result in the early closure of your function.

Hours of use

Hirers must not enter the venue until the time booked and all functions must end at the completion of the booked period. The booking period must include setting up dismantling and cleaning of the venue.

Prohibited

1. No smoking or chewing gum in the venue
2. No use of ball room powder confetti or glitter
3. No decorations or scenery may be attached to or hung from any part of the venue with prior written consent from venue provider
4. No open fires, smoke machines, naked flame, (this includes candles and kerosene lamps), BBQs or spits are to used inside the venue

Security

The hirer is responsible for securing the venue both inside and outside during and upon completion of the function. The hirer will provide the security for the function. If the club is requested to provide the security this cost will be on charged to the hirer and paid prior to the function.

Loss or Damage

The venue provider accepts no responsibility for loss or damage to any property of the hirer or guest or invitees property which may be brought to the venue whether within or outside the premises. The venue provider does not provide any insurance cover such property including property left secured in any storage facility that maybe provided.

Supervision of children

Please insure all children are supervised at all times including in bathrooms and surrounding areas.

Performing rights copyrights

The hirer will be responsible for any fees maybe claimed by and held to be payable to the Australasian Performing rights association or like associations.

Fire Safety

A fire warden must be appointed and every hirer is required to be familiar with the procedure of evacuation of the venue in case of fire and for following instructions of the appointed fire warden. The appointed fire warden must insure that all means of leaving the building are checked twice during the hire period once entering the venue and once during the course of the function. In case of fire evacuate the facility IMMEDIATELY notify the New Zealand Fire Service by phoning 111.

Breach of conditions

Any breach of these conditions may result in:

1. Loss of all or part of the bond
2. Closure of the function
3. Refusal to accept future bookings
4. Extra charges being incurred

Kitchen

An oven is available for heating up food. Any other required should be brought with you after consultation with the venue provider. Cleaning equipment will provided to ensure that the venue is left as you find it

Further requirements

If you require any further equipment this should be discussed with the venue provider when booking the venue

Club officials

The venue provider reserves the right for up to two club officials to be present at any time in the venue