

AS FROM JULY 2024

### VENUE HIRE TERMS AND CONDITIONS

#### **BY MAKING A VENUE HIRE BOOKING YOU AGREE IN FULL TO THE BELOW TERMS AND CONDITIONS**

- No alcohol or cigarettes are to be consumed on the premises.
- Room is to be left clean and tidy, all rubbish removed and not left on-site.
- Facility is to be vacated by the end of the booked time. If not, additional hours will be charged.
- Maximum occupancy load will not exceed 80.
- The fee of \$20 per booked hour and a \$100 bond will be paid prior to the booking.
- On return of key and inspection the bond will be refunded.
- A key and code will be issued prior to the event. If keys are lost or not returned the hirer will be charged for replacement keys/locks.
- Intentional or accidental activation of fire or security alarms, including call-out costs, will be on-charged to the hirer.
- The cost of repairing any damage to the facility will be payable by the hirer.
- The hirer shall not use or permit anyone else to use the facility for any use other than the approved purposes specified on this form.
- The hirer will co-operate with all other occupiers and users of the facility and take all reasonable steps to avoid inconvenience to all persons.
- Pukete Neighbourhood House reserves the right to update these terms and conditions at any time.
- Pukete Neighbourhood House reserves the right to cancel this booking at any time. In this event every opportunity will be taken to accommodate the booking, and a full refund will be issued if this event is cancelled after payment has been made.
- If the hirer cancels this booking less than 24hrs prior to the event, no refund will be issued.