



PUKETE
NEIGHBOURHOOD
HOUSE



VENUE HIRE

INFORMATION



EMERGENCY CONTACT

Ambulance - 111

Fire - 111

Police - 111

Police (Non-Emergency) Central Station - 858 6200

PNH Manager - Scott Tiffany 021 183 0003

Alarm - Allied Security 0800 333 308

Civil Defence Emergency - Hamilton City Council - 838 6699

Dangerous/Wandering Dogs - Hamilton City Council - 838 6699

Chemical Spill - Spill Response Ltd - 0800 877 455

Poison/Poisoning - National Poison Centre - 0800 POISON

43 Church Road, Pukete, Hamilton

07 849 1115

admin@pukete.org.nz

www.puketehouse.org.nz



Office Hours:

Monday - Friday

9:00am - 5:00pm

PUKETE NEIGHBOURHOOD HOUSE (PNH)

The following information has been put together to ensure your use of our venue runs smoothly and safely.



BOOKINGS

- Bookings can be made on our website www.puketehouse.org.nz/hire or by visiting PNH
- The bookings must be completed by a person 21 years of age or over
- Identification may be requested

HIRE CHARGES

- **Casual Bookings** - Charges for the use of the venue shall be paid in advance
- **Regular Bookings** - Can be invoiced. Please arrange prior to the booking

EQUIPMENT & FACILITIES AVAILABLE

- Tables and chairs are provided
- Disability access & accessible toilets available
- Car parking
- If your event is open to the public, we are happy to assist with promotion and marketing of your activity, programme, event or service

VENUE CAPACITY

No more than 80 people.

ACCESS TO VENUE

- Keys may be issued if hire is outside of usual working hours. There is a \$100 refundable key bond.
- Keys are to be returned the day after the booking or Monday for weekend bookings
- If the hire is over the weekend, the key **must** be picked up on Friday before 3pm prior to the booking



HOURS OF USE

- Hirers may not enter the facility until the time booked for function and must be out of the facility by the end of the hire time
- The booking period must include set up and cleaning of the venue

YOUR PROPERTY

- You take full responsibility for the storage and protection of your equipment and property while it is within the venue. Other groups maybe using the venue at the same time
- PNH shall not be responsible for any loss, theft or damage of any property for any reason, regardless of the cause - including any fault pertaining to any fitting, appliance or apparatus within the vicinity of PNH





NOISE



With respect to our neighbours, noise from amplifiers and loud speakers must be kept at a moderate level at all time

DAMAGE TO THE VENUE

- PNH must be notified of any damage or breakages to the venue or fixtures
- Hirer is responsible for the replacement cost of any damages

LOOKING AFTER THE CENTRE

- Staples, nails or drawing pins are not to be used,
- no sellotape on painted areas
- Blu-Tack is fine, remove carefully
- All chairs and tables are to be stacked and returned neatly
- A **No Smoking & No Vaping** policy is in force throughout the entire venue
- No open fire, naked flame barbecues or spits are to be used inside

CLEANING & RUBBISH REMOVAL

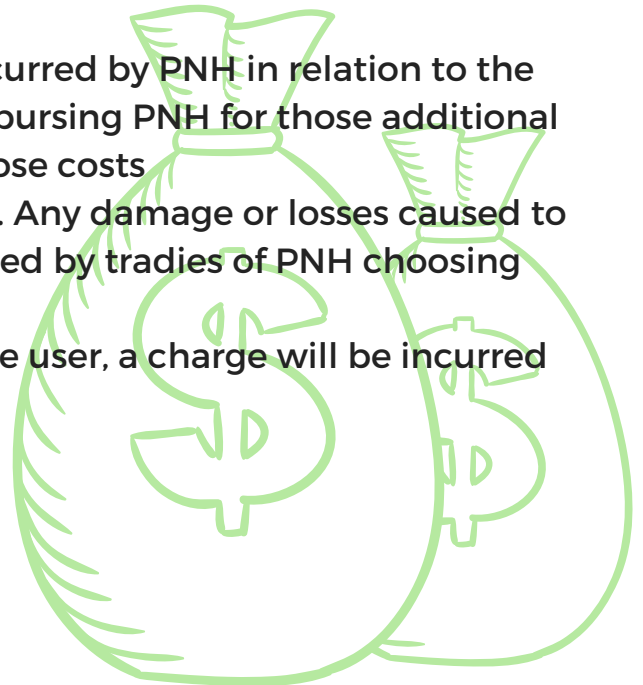


- Hires are responsible for cleaning of the venue, this enables us to keep the hire cost down
- Cleaning of the venue must be completed at the end of the event
- All decorations and rubbish must be removed from the venue when leaving

ADDITIONAL COSTS

will occur if:

- Extra cleaning is required. The base minimum charges for extra cleaning and rubbish removal is \$50
- You enter into or remain in the venue outside the booking period. This could result in a \$50 charge if a security guard or staff member has to attend as the PNH alarm is monitored by the outside company
- The keys to the venue are not returned within the stated time
- Excess rubbish is left inside or outside the venue
- Any other breaches of these conditions have occurred, resulting in a call out, charges or other costs to PNH
- Repair, cleaning or any other reason be incurred by PNH in relation to the hirer, the hirer will be responsible for reimbursing PNH for those additional costs within 14 days of being advised of those costs
- Venue equipment or fittings are damaged. Any damage or losses caused to PNH. Equipment will be repaired or replaced by tradies of PNH choosing and the cost recovered
- If the fire alarm is accidentally set off by the user, a charge will be incurred



HEALTH & SAFETY

Hirer's responsibilities:

- Carry out a "venue pre-use check". Familiarise yourself with the evacuation plan for the venue
- Appoint a building fire warden if your booking is outside of PNH office hours (Monday - Friday, 9:00am - 5:00pm)
- Verify the position of all exit points and make sure these are not obstructed
- Be present for the duration of hire
- Supply Health & Safety Plan if required
- All Exits from the building must be kept clear of obstacles at all times
- Hirer/hirers must avoid any activity which places themselves, their guests or other attendees at risk of injury to themselves or others
- Ask for help if you do not understand these responsibilities

FIRST AID



- All users are required to provide their own First Aid kits.
- However, First Aid kits and an automated external defibrillator (AED) are available if required at the centre reception during office hours (Monday - Friday, 9:00am - 5:00pm)



FIRE WARDEN RESPONSIBILITIES

If your booking is outside of PNH business hours Mon - Fri, 7am - 6pm

- **Identify placement of fire extinguishers and exits and evacuation area.**
- **In the event of Fire - Control and supervise the venue evacuation procedure.**

FIRE/EVACUATION RESPONSIBILITIES

- Every Hirer is required to be familiar with the procedure of evacuation
- It is important that all the guests know where the assembly points are, this could be shared at the beginning of your activity
- All exits must be kept clear throughout the hire period
- In the event of fire, evacuate the venue immediately. Then notify the Fire Brigade by phoning 111
- When the venue is safely evacuated, contact PNH Manager- Scott Tiffany 021 183 0003

TASKS FOR FIRE WARDEN IN THE EVENT OF EVACUATION

- **Occupants** - Advise and direct all occupants to leave the building by the quickest possible route. Check toilets and assist all the elderly and disabled people.
- **The Area** - Ensure all doors and windows have been closed if possible
- **Fire Services** - Ensure that the Fire Service has been notified, and liaise with them on arrival
- **Fire Fighting** - **ONLY if it safe to do so, should fire fighting be attempted**
- **Re-Entry** - Ensure that it is safe for people to re-enter the building. Liaise with Fire Service

HOW TO USE A FIRE EXTINGUISHER



INSURANCE

- PNH does not undertake to arrange for or maintain any insurance cover for property, contents or the community venue or the event, for the benefit of the hirer

BREACH OF CONDITIONS

Any breach of the Conditions of Hire may result in:

- Closure of the function
- Refusal to except future bookings
- Extra charges being incurred

ALCOHOL



Pukete Neighbourhood House & Te Rapa Sportsdrome are **alcohol banned areas**

IN THE UNLIKELY EVENT

- PNH reserves the right to cancel the booking if any unforeseen circumstances arise after the booking has been confirmed
- PNH reserves the right to cancel any bookings at its sole discretion without liability for any losses or additional costs by the hirer or payment compensation to any party whatsoever
- Should a request for a booking be made at a time and/or venue that conflicts with another booking, PNH reserves the right to determine which hirer shall be given the use of the venue at its sole discretion

SECURITY-LEAVING PNH

Hirer is responsible for securing the venue upon completion of the function.

Please ensure:

- Lights, heaters, stoves, dishwashers and electrical appliances are turned off
- Windows and doors are closed and locked
- **Alarm is set** if there are no other groups using the venue;

(check that other rooms have vacated, or let other users know you are leaving, so they can set the alarm)



PUKETE NEIGHBOURHOOD HOUSE

VENUE ORIENTATION

A PNH staff will discuss these items with you before your booking

Introduction & access to Pukete Neighbourhood House

- Hazards
- Fire exits, Fire Alarms, Assembly Points
- Fire Extinguishers placement
- Layout, available space and equipment provided
- Cleaning requirements on completion of the event
- Fire warden duties, including emergency evacuation procedures
- Security and lock procedures

