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| **TE ARA HOU VILLAGE FACILITY HIRE Information and Checklist** |

Name of the Hirer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Organisation/Club/Group/Individual)*

Payment and Cancellation:

Payment for your booking must be paid prior to using the facilities.

The Te Ara Hou Village bank account number is 03-1559-0066603-00.

If you wish to cancel your booking we would appreciate a minimum of 48 hours’ notice.

The key can be collected from Jody Clark or Corinne True in Youth Horizons which is beside the auditorium between the hours of 8.30am and 5.00pm. Jody or Corinne can be contacted on 07 838 3671 Extn: 300 or email Corinne at: [corinne.true@youthorizons.org.nz](mailto:corinne.true@youthorizons.org.nz)

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| **HEALTH AND SAFETY INDUCTION CHECKLIST** |

Health and Safety is everyone’s responsibility. It is WCSSVT Board policy that the Hirer is inducted onto the venue by the Hirer reading and completing the form below. It is the responsibility of the Hirer to ensure the health and safety of all persons attending their event and for other people who may be on the site during the Period of Hire. The Hirer must comply with the Health and Safety at Work Act 2015.

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| **Checklist for Site - Hazard** | **Noted by Hirer** | | | **Comments** |
| The majority of windows and glass in the doors is not safety glass. Please stop children running near glass and where they may trip. | N/A | Yes | No |  |
| Chemicals on site – be aware of cleaners, dishwasher powder etc. | N/A | Yes | No |  |
| Toilets – hygiene acceptable – Hirer to check. | N/A | Yes | No |  |
| Power points are not “child proof” | N/A | Yes | No |  |
| Off limits areas are shown (map in auditorium) | N/A | Yes | No |  |

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| **Health & Safety Information** |  | | | | |
| Parking onsite: please respect reserved carparks | N/A | | Yes | No |  |
| Basic first aid kit in vacuum cleaner cupboard. | N/A | | Yes | No |  |
| Fire extinguisher located on auditorium wall | N/A | | Yes | No |  |
| Evacuation procedures are on the wall in the auditorium please read these and take note of the exit’s and external meeting point. | N/A | | Yes | No |  |
| Accident/Incident/Injury or Illness Reporting - damage and incident forms on wall in auditorium. Please fill out if necessary. | N/A | | Yes | No |  |
| Phones – no phones available, hirers use own cell phones in emergency | N/A | | Yes | No |  |
| Be aware of hazards to which the Hirer may be exposed (e.g. contractors on site) | N/A | | Yes | No |  |
| Gas hobs/ovens in kitchen – must be turned off | N/A | | Yes | No |  |
| Will temporary hazards be created by the Hirer? | N/A | | Yes | No |  |
| Cleaning: building left in reasonable state and hirer to take own rubbish | N/A | | Yes | No |  |
| **Village Policies - Agreed by Hirer** | | | | |  |
| Smoke-Free Environment- | | Not permitted | | | |
| Alcohol | | Not permitted unless agreed otherwise | | | |
| No Abusive language or disorderly behaviour | | Not permitted | | | |
| Non-prescription drugs and illegal activities | | Not permitted | | | |
| Ambulance, fire-brigade callouts excess cost is hiree’s responsibility | | Agreed by Hirer | | | |
| Candles or naked flames | | Not permitted unless agreed otherwise | | | |

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| **Damage charges** | **Applicable**  (Office Use) | **Basis for additional charges**  (all charges are excluding GST) |
| Premises and/or toilets not left clean and tidy |  | Cleaning will be completed at a cost of $35/hour with a minimum charge for 1 hour. |
| Kitchen benches not left clean and tidy |  |
| Ovens not left clean |  |
| Removal of chewing gum required |  |
| Rubbish left behind |  |
| Appliances e.g. heaters left on overnight  Or taps left running |  | $100 or actual costs to repair water damage and power charges up to $1000. |
| Breakages of crockery |  | Replacement costs for breakages |
| Blockages to toilets, drains, or plumbing |  | Actual cost of removing the blockage and repair of any damage up to $1000. |
| Damage to premises |  | Assessment and repairs completed by the Hirer or their insurance company. Actual costs up to $1000. |
| Damage to equipment and/or furniture |  |
| Theft of property from the Venue |  |
| Any emergency services call out or fire alarm activation for a non-emergency situation. |  | Actual costs. |
| All charges relating to noise control |  | Actual costs. |
| Additional Hire Period |  | Charged at the agreed rate. |

***The Hazard Checklist, Health and Safety requirements, Village Policies and Damage Charges has been read and the hiree agrees to abide by all conditions.***

**Name of Hirer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **HIRERS CHECKLIST BEFORE LEAVING THE VENUE** |

 Remove any decorations

 Bins emptied and rubbish removed

 Return all tables and chairs to their designated storage space in clean condition.

 Sweep/Vacuum floors and mop up any spillages

 Toilets should be clean and flushed (Nappies must be removed from premises)

 Kitchen cleaned and fridge emptied.

 All crockery and cutlery to be rinsed and put through the dishwasher and machines emptied and rinsed. Turn dishwasher/steriliser off before leaving.

 Turn off bottled LPG gas in kitchen at the hobbs.

 Turn off all lights and turn off lights in disabled toilet

 Check windows and doors are locked and fire exits are clear of obstructions

Remove all your property from the premises including any guest property left behind

 Any accidents or incidents must be recorded on a ‘Damage and Incident Form’ (found on the wall in the Auditorium) and handed to Corinne by the next working day

**Please leave the facilities in the condition you found them and if there are any problems please notify Corinne immediately.**

**Please return the key and this form to Corinne at the end of your hire.**

We thank you for your cooperation and business.

Yours sincerely,

**The Waikato Christian Social Services Village Trust Board** Te Ara Hou Village July 2018