



# Facility Hire Agreement



Thank you for choosing to book in at a CLM facility

Please fill out the section below and return this form to our Bookings Coordinator

**BIRTHDAY PARTY BOOKING FORM:** Today's Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email \_\_\_\_\_

**Child's Name the party is for:** \_\_\_\_\_ Male/Female

Childs Age: \_\_\_\_\_

Date	Day	Start Time	Finish Time	Number of Children Attending	

### Price Considerations:

*Please tick in the applicable boxes*

\$45 Party Hire	Decorated Party Area with 2 large Tables and Clean Up
(included in party hire)	Use of the Oven (please provide your own trays if you require more than two)
\$3 Child Admission	
\$4 Child & Aquarun	
\$16 BBQ Hire	
\$1 Tube Hire	Maximum of 4 Tubes (Tubes are mainly to be used in the big pool)
Private Pool Hire	Discuss options with Robin @ Reception –row@clmnz.co.nz

Please note that you must make payment on the day. The payment must be paid in **one individual payment once everyone has arrived and numbers are confirmed**. Your group's representative is to make one overall payment at reception. Your cooperation would be most appreciated.

I \_\_\_\_\_ consent to the collection of the details above by CLM, for the purpose of Administration and Programming. I acknowledge my right to have access to this information. This consent is given in accordance with the Privacy Act 1993. Furthermore I declare that the information here is true and correct. I agree to abide by the Centre's terms & conditions of hire as listed on the back of this agreement. I acknowledge that failure to follow these conditions will result in the cancellation of my booking without refund.

Signed: \_\_\_\_\_ (on behalf of the hirer) Date:        /        /

**PLEASE NOTE:** Your booking is only confirmed once a letter of confirmation has been received. Until this time we can not guarantee your hire. Whole Toddlers Pool closed until 1.00pm on Saturday morning. half the toddlers pool open Sundays 8.00am-12.00pm Each booking has a strict time limit of 3 Hours.

### Office Use Only

Booking received by:		Confirmed By:	
Date Entered on schedule:		Date Confirmation sent:	
Present Wrapped:		Kori Certificate:	



## Terms & Conditions of Hire



### General

- All groups must have a nominated point of contact, who is responsible for the group (and the premises, if hired after hours) for the duration of the hire.
- All groups must comply with the centres health & safety policies at all times
- All equipment utilized during the period of hire must be returned to the correct position at the end of the hire period.
- All groups paying on the day must be paid in one individual payment.
- Requests for changes in group size or time must be made at least 7 days in advance.
- Refunds will be processed with at least 7 days notice. A 20% processing fee will be deducted.
- Payment's not received by the due date maybe referred to a debt collection agency. The hirer will be liable for all associated fees and any other costs associated with this debt collection.
- **Adult supervisors (age 16+) are required for children and youth groups. The minimum requirement is 1 adult for every 10 children. Children under the age of 8 must have adults actively supervising them at all times. . Minimum requirement for under 5's is 1 adult actively supervising 4 children.**
- Food may be brought for your rental. All beverages must be non-alcoholic and in non-glass containers.
- All facility rules are in effect throughout the rental.
- Please bring a copy of this rental agreement with you when you come to the facility.
- Reservations will be accepted on a first come, first served basis.
- Centre personnel reserve the right to determine unacceptable behavior of individual(s) while on the premises, with this right being to cancel reservations or request an offender to leave. **NO REFUND WILL BE GIVEN.**
- After use, and before vacating the premises, the lessee must clean, remove food and personal items and place all trash in provided containers.
- The facility must be given 7 days notice of cancellation. Written notice must follow oral notification. Should the notice of cancellation be less than 7 days prior to the date of reservation or should the group fail to occupy the premises at the specified time, all fees paid to the CLM Facility will be forfeited as liquidated damages.
- Every effort will be made by the facility to avoid canceling any confirmed reservation. However, in the event of an emergency, beyond the control of the facility, a confirmed reservation may be cancelled. Should an event be cancelled for this reason, it will be rescheduled at a convenient time for the group and the facility. If rescheduling cannot be done, a full refund will be given.
- Lessee, as additional consideration, shall covenant, promise and agree to hold the Facility fully harmless and indemnify it against any and all suits, damages, claims, causes or actions which may arise out of use of the above described property.
- The hirer is liable for all damages that occur to the property and facility equipment as a result of the hiring groups actions.
- The manager or their nominee will have right of entry at all times.
- Acquiring any necessary licenses or certificates will be the responsibility of the hirer.
- The manager at their discretion may refuse any application of hire, waiver specific conditions, or cancel any booking without assigning any reason.
- A 25% deposit must be paid to secure your booking. This should be paid on completion of the booking application form unless a separate agreement has been made with the centre manager.
- The balance of the hire charge and bond must be paid in full 7 days prior to the hire date, or as agreed with management.
- If a bond is paid, this will be refunded in full within 10 working days following the date of hire, if the following criteria is met:
- No damage to property or equipment.
- All areas left in a clean and tidy state.
- Security conditions are met.

### Use of Freyberg Community Pool

- Children under 8 must be Actively Supervised by a caregiver 16 or over.
- **Actively supervised means: Watching your children at all times. Able to provide immediate assistance.**
- Under 5's must be within arms reach of their **swimming** parents or caregiver at all times.
- All patrons who enter the water must be attired in a swimsuit. No T-Shirts, Singlets, Jean shorts, boxers, or street wear are allowed. For the safety of our patrons, swim diapers are required. Regular diapers are prohibited while swimming.
- Please refrain from using the family changing rooms and toilet cubicles to get changed.
- Do not leave any property in the changing rooms; NO responsibility is taken for lost or stolen property.
- Please shower before entering pool.
- Leisure swimming in the lane pool is only to be taken place in the designated lanes, crossing lanes is prohibited.
- All facility rules are in effect throughout the rental.
- No running, diving or bombing.
- No smoking on facility premises
- No alcohol or illegal substances will be brought onto the premises including any surrounding areas (car parks, etc.).
- **For private hire functions the hirer agrees that all children under the age of 8 must be actively supervised by a caregiver 16 or over. Under 5's must be within arms reach of a swimming parent or caregiver at all times. If the hirer does not comply with these conditions Freyberg Community Pool staff reserve the right to terminate the booking. No refund will be given.**

### Security

- All hirers making bookings outside of business hours will be responsible for the security of the building.
- Hirers shall enter on the times and only those areas within the facility stated on the hire application form. If a hirer causes alarm activation, that hirer will be charged an additional \$100 to cover security guard callouts.
- Any charges incurred due to activation of fire alarms will be paid by the hirer, if the activation is found to be a false activation.

### Cleaning and Maintenance

- No smoking in the facility.
- Consumption of food and drink is limited to designated areas only.
- Centre staff will clean the facility however any major additional cleaning required by centre staff or contractors will incur an additional charge
- Any damage to the building or the assets of the facility will result in the replacement or repair of the damaged property at the hirers cost.

**I agree to abide by the Centre's terms & conditions of hire as listed above.**

**I acknowledge that failure to follow these conditions will result in the cancellation of my booking without refund.**

**Signed: \_\_\_\_\_ (on behalf of the hirer)**

**Date:            /            /**