

Broad Bay Community Centre



AGREEMENT TO HIRE BBCC PREMISES

Hirer:	
Address:	
Phone:	
Email:	
Function:	
Name of person available at function:	
Cell phone at function:	

Venue: (indicate yes or no for all facilities requested)	Broad Bay Community Hall (main room)	
	Broad Bay Community Kitchen	
	Etheridge Rooms	

Access arrangement details:		
Number of persons attending:		
Dates:		
Hours:	A. Set-up	
	B. Event	
	C. Cleaning	

ALL TIMES of use (including set-up, event and cleaning) must be indicated when booking the hall to avoid conflicts with other bookings.

HOT WATER/FRIDGE USE:

As the hot water unit and the refrigerator are turned off between hires, it takes a little time for these to come to temperature, so we recommend that you switch these on first when you arrive. When you turn them off at the end of your hire, the refrigerator door must be left open to avoid mould growth.

Music / sound system – Will music be played and/or a sound system used (for live or recorded music)? Indicate Yes or No:	
Alcohol – Will alcohol be consumed during the function? Indicate Yes or No:	
How is it being supplied?	
<i>Note: If alcohol is to be consumed, the hirer must contact the Dunedin Police to check that the Sale and Supply of Alcohol Act 2012 requirements are being met.</i>	

Hire charge:	
Bond (if applicable):	
Total:	
<i>Please make a separate payment of your bond, and use “Bond (name)” as a reference so that we can easily identify it as being paid by you. BBCC Bank account, Westpac: 03 0903 0380753-00</i>	

Special conditions:	
<i>Eg: requests to remove any vehicles or equipment stored at the Broad Bay Community Centre prior to your event.</i>	

AGREEMENT:

The hirer agrees to hire and the Broad Bay Community Centre (BBCC) agrees to let the venue on the day(s) and during the hours, and for the purpose and for the charge and payment of bond, as set out above.

The hirer further agrees to comply with the terms and conditions of hire as set forth in the ‘Terms and Conditions of Use’ and ‘Checklist’.

Signed (or emailed) by Hirer:	
Date:	
Hire confirmed by the BBCC:	
BBCC Booking Officer:	
Date:	