



Broad Bay Community Centre (BBCC) Premises Terms and Conditions of Hire

THE HIRER:

The Hirer must provide the name of the person, group or organization hiring the hall, a physical address, email address, and contact phone numbers (business and private), and the purpose of the hire. Preference is given to Broad Bay residents.

The Hirer is accountable for any damage and must either be present or nominate a contact person, who will be present and available by cell phone during the period of the function. This person will be identified to the Dunedin City Council as the person to be contacted should there be any complaints about the function.

NOISE:

The Hall is situated in a residential area and has residential properties adjoining it. To minimize noise effects on neighbouring properties the following guidelines shall be followed:

- a. The external double doors shall remain closed during the function after 11pm at weekends (Friday/Saturday) or 10pm weeknights (Sunday to Thursday).
- b. Entry and exit after that time shall be through the side door.
- c. No activities shall take place outside the building after 10pm
- d. All music (amplified or otherwise) shall cease at 10pm on weekdays and midnight at weekends.
- e. All activity shall cease, and the building shall be vacated by 1am.
- f. All noise created by the function shall be kept to a reasonable level.

The following is the maximum noise level permitted specifically at the boundary of our Hall which is zoned Residential:

Night 9pm – 7am 35db	Day 7am – 9pm 50db
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SUPERVISION:

Children using the premises must be supervised at all times both in the buildings and outdoor areas.

NUMBER OF PERSONS:

The Hall is licensed to hold 120 persons; the Etheridge Rooms may hold 15 persons. These numbers must not be exceeded.

LIQUOR:

The Hirer shall obtain all necessary licenses under the Sale of Liquor Act and shall ensure the provisions of the Act and any license are complied with. (See the BBCC Host Responsibility Policy.)

SAFETY:

The Hirer shall comply with provisions of the Health & Safety at Work Act.

BOND:

A bond may be decided by the Committee (or committee booking officer). For private parties, this will be no less than \$100. This will be payable in advance of the Hire date. The bond shall be returned to the Hirer after the first Hall Committee meeting to be held after the function, only if a) there have been no complaints/reported incidents, b) the Hall has been cleaned and tidied as per the checklist on display in the Hall. Excessive use of power, or damage to premises or property may incur extra charges.

CARE OF THE PREMISES:

The Hirer is responsible for the care of the premises and the supervision and behaviour of all persons present at the function. The premises will only be used for the purpose specified in the hire agreement and the Hirer will not allow the premises to be used for any unlawful purpose.

On vacating the premises the Hirer will leave them, and all chattels contained in the premises in the same order and condition as it was immediately prior to the commencement of the function.

Immediately after the function the Hirer will go through the Hall checklist to ensure all required cleaning has been completed. If a longer period is required for cleaning, it needs to be approved by the committee booking officer prior to the function as the Hall may be booked for other events.

Before affixing any decorations the Hirer shall obtain the permission of the BBCC. All such decorations and any fixings (eg blu-tack and pins) shall be removed by the Hirer before vacating the premises. No fixings that result in permanent damage to the Hall shall be used.

The Hirer shall supply their own tea towels, hand towels, rubbish bags and consumables and remove all waste from the premises.

INSURANCE:

The BBCC is not responsible for any equipment or goods owned by Hirers that is used or stored on the premises. Hirers must provide their own insurance for such items as the Centre's cover does not extend to personal possessions of people using the premises.

THE RIGHTS OF THE BBCC:

The BBCC is not obliged to hire the premises to the Hirer. It is entitled to cancel the hire agreement should the premises become unfit for the purpose of the function, in which case the only obligation on the BBCC shall be to refund the hire charge and any bond paid.

On occasions, regular hirers of the premises may be asked to relinquish a regular session in order to accommodate a special event. The BBCC aims to keep such disruptions to a minimum.

ARBITRATION:

Any disputes that may arise will be dealt with in accordance with our disputes procedure. Copies available on request.

By signing the Agreement to Hire BBCC premises the Hirer agrees to abide by these Terms and Conditions of use.