



West Lynn Garden Society Inc

Te Mara Kahuku

www.westlynnngarden.org.nz

Email: bookings@westlynnngarden.org.nz



Function Centre Hire Contract

West Lynn Garden

73 Parker Avenue, New Lynn Auckland

Phone 8277045

CONDITIONS OF HIRE between _____ And, WEST LYNN GARDEN SOCIETY Inc. "WLG"

1. The Contract

The contract form must be completed and returned to WLG within 7 days of receiving the contract together with the payment of a deposit of 50% of the hire costs to secure the booking.

2. Space Hired

Indicate the area your group intends to hire on the Hire Agreement Form.

Under no circumstances is the Hirer to encroach on any other areas of the building or area hired.

3. Payment arrangements for Hire (refer to written quotation and payment details provided by the Event Manager).

3.1 One-off Hire

- Ensure you have allowed sufficient time for your event as the booking time allocation also includes setting up time, dismantling and cleaning up time.
- Booking time allocation also includes deliveries prior to and pick-ups after booking.
- The Hirer or their nominated representative must be present for any pick-ups and to sign for any deliveries.
- Any extra time over and above this will incur extra charges.

The Hirer will be liable to pay all expenses (including legal costs between solicitor and client) in connection with the recovery or attempts to recover any overdue amount.

3.2 Regular Hire

- Ensure you have allowed sufficient time as the booking time includes set-up, dismantling and clean- up time.
- Booking time also includes deliveries prior to and pick-ups after booking.
- The Hirer must be present for pick-ups and to sign for any deliveries.

A one-time annual payment or a 6-monthly option may also be available.

The Hirer will be liable to pay all expenses (including legal costs between solicitor and client) in connection with the recovery or attempts to recover any overdue amount.

4. All Hirers

Garden entry fees are included in the hire cost. Additional charges apply for a requested cleaning service (carpet vacuum, floor mop, bathroom cleaning). Further hire costs and bonds apply for additional items hired for an event such as gazebo, outdoor speaker system, bridal arch, garden chairs and trestle tables.

5. Payment/Cancellation

Any deposit once made is non-refundable.

WLG reserves the right to charge a 50% cancellation fee within 14 days prior to the booking date, and 100% if a cancellation is within 7 days prior to the booking date.

6. Bond

- A bond will be charged for all bookings
- Function Room hirers are responsible for all areas of the Function Room and all equipment available for use
- The Hirer is responsible for the consequences of the actions of their contractors, suppliers, visitors and guests on the WLG premises including the carpark area
- The bond will be refunded in full within 15 business days following the date of hire, subject to full compliance of the following conditions

7. Deduction of Bond/Additional Charges:

WLG reserves the right to deduct from the bond or charge the Hirer any costs incurred in or inconvenienced by:

- Repair to the WLG property for any damage caused by the Hirer plus all associated administration costs
- The full amount of a policy excess if an insurance claim is necessary
- The need to restack tables, chairs, other furniture, and fittings
- Any cleaning not done properly by the Hirer
- Security callouts if the Hirer has not disarmed or reset the alarm as instructed
- Failure to secure the building by locking all doors and windows
- After hours callout of a WLG representative to reset the alarm or at the request of the Hirer
- Failure to pay for extra time
- Failure to take away all rubbish and recycling from the site
- Loss of or damage to WLG equipment

8. Alcohol Policy

Alcohol is permitted and may only be served and consumed in the hired area. Alcohol may be sold to guests if the hirer holds a special licence granted to sell or supply liquor for this event.

9. Smoking Policy

The entire WLG property is a smoke-free & vape-free environment.

9. Dog Policy

WLG has a no dog policy, except for service dogs.

10. Car Parking.

There are 20 car spaces, 1 reserved and 2 mobility spaces.

When parking on Parker Avenue, please respect our neighbours by not parking on their driveways, otherwise you may incur tow-away charges.

11. Keys and Hirer's Responsibility

A WLG representative will open and/or close the facility at the appropriate time.

In some cases a key may be issued to the Hirer if access is required outside WLG standard opening hours. In such cases it is the responsibility of the Hirer to appoint a key holder to collect the key prior to the date of hire.

The responsibilities of the key holder are:

- paying all costs incurred for the replacement of lost or damaged keys or locks
- ensuring all electrical switches, lights and equipment are turned off
- ensuring hired areas are locked, the alarm is activated and all external doors and windows are securely locked
- Ensuring the pedestrian gate is locked after hours and the roadside gates are closed

12. Security Alarm

An alarm access code will be issued to the registered key holder and is valid only for that particular booking and limited to the area hired.

An instruction form will be issued with the security code at the time of collecting keys.

Please note: - The Function Centre has two separate alarmed areas:

Area 1: Meeting Room

Area 2: Function Room

The key holder will be expected to deactivate and reactivate the alarm system as instructed.

13. Health and Safety

- The Hirer is responsible for the health and safety of all people involved in the preparation, participation and cleaning up relating to the hire.
- The Hirer must advise the WLG of anything that will be brought into the building that may be a hazard e.g. candles, chemicals, ladders or props. WLG reserve the right to prohibit such items. Please refer to the Event Manager for confirmation if required.
- In the event of an emergency, the Hirer must ensure assistance is given to anyone who requires help and if necessary contact the relevant authorities and a WLG representative
- If an incident should occur, the Hirer is responsible for completing a written Accident and Incident Notification and returning it to the Event Manager.

14. Building Evacuation

In the unlikely event of a fire or any need to evacuate the building, the approved emergency procedures are to be followed, as displayed in the building.

- The emergency evacuation area is clearly marked in the carpark.
- The Hirer is responsible for appointing two building wardens in case of an emergency.
- The building warden's responsibilities include: - being familiar with evacuation procedures, advising the group of the location of exits, the nearest fire alarm box and the assembly area.

The building wardens must also ensure the space is cleared and then contact Fire Services and the WLG representative.

15. Noise Restriction

Current noise by-laws for residential areas apply at this site. Consideration for surrounding residential properties is required. Excessive noise is any noise that can be heard from the boundaries of the site. Amplified music is not permitted.

16. Use of Equipment

All furniture within the building is to remain within the building and not be taken into the garden.

Audio-visual Equipment - instructions are provided for the use of all equipment. Connecting laptop computers is done by HDMI cable

Chairs - please use the flatbed trolley (with no more than five chairs at a time). Chairs and tables must not be dragged over the floor and carpet. Chairs are to be stacked in the format as directed

Tables - tables are to be stacked in the format as directed

Outdoor recreational equipment – is not permitted within the building, e.g., bouncy castle.

17. Use of Decorations or Attachment of Pictures, Posters, Signs, Art materials.

- Decorations, scenery etc are not to be attached to or hung from the walls, ceilings, floors, doors, curtains or any part of the building, unless authorised by the Event Manager
Materials such as glue, glitter, face and body paint or adhesive tapes are not to be used within the building
- Only compostable confetti such as rose petals may be used in outdoor areas. If you are unsure please refer to the Event Manager

Decorations may be hung from the brass hooks provided for that purpose, which are fitted around three sides of the Function Room.

18. Cleaning Up

At the end of your booking please leave the room and equipment as you found it.

- A cleaning check list will be sent to the Hirer prior to the booking by the Event Manager
- At the end of the booking, wipe down all table tops with the antibacterial cleaner provided. If any extra cleaning is required following the WLG inspection, a cleaning fee will be charged
- Cleaning equipment, including mops, brooms and a vacuum cleaner are available for use and are located in the Kitchen and in the Store Room
- An option is available to pay for a WLG cleaner to come in after your event. Please refer to the Event Manager

19. Loss or Damage

WLG accepts no responsibility for loss or damage of any property belonging to the Hirer or guests.

The Hirer is legally required to make good any damage to or loss of WLG property.

Should the property insurer be required to cover loss or damage, the Hirer will be liable for the payment of the insurance excess.

20. Right of Entry

WLG representative nominee shall have the Right of Entry at all times. Please keep all doorways clear of obstruction.

21. Right of Refusal or Cancellation

WLG Management has the discretion to refuse any application for hire and may cancel any booking without assigning a reason.

22. Signatures on Hire Agreement

Please date and sign where indicated, returning the signed copy within 7 days to:

West Lynn Garden Society
73 Parker Avenue, New Lynn, Auckland, 0600 or
Email: bookings@westlynngarden.org.nz.
Please retain one copy for your reference.

23. Final balance of payment to be made 7 days prior to the event.

Payments can be made by eftpos, cash or by direct credit.

West Lynn Garden Society Inc. ASB Account No: 123034 0693726 00

Please use your name and booking date as a reference with electronic banking.

HIRE AGREEMENT FORM

Please tick relevant hire area required:

Function Room _____

Meeting Room _____

Function Lawn _____

Palm Circle _____

HIRE DATE

(S) _____

**NAME OF
HIRER** _____

ADDRESS _____

PHONE _____ **Mobile**

Email:

**NAME OF ORGANISATION (if
applicable)** _____

Address of Organisation

I/We undertake to abide by all terms and
conditions of hire.

1. Print Name

.....

Signature

Date

West Lynn Garden Society Authorising Member -

Name.....

Signature

Date

PAYMENT MADE / NOT MADE (circle)

50% deposit within 7 days secures the date with the balance due one week prior to event.

Details:

Date Paid / /

Balance due 7 days before / /

Payment can be made by eftpos, cash or by DIRECT CREDIT to:

West Lynn Garden Society Inc.

ASB Account No. 123034 0693726 00

Please use your name and booking date as a reference when electronic banking.

YOUR BANK ACCOUNT number for return of bond: