

Cancer Society Auckland Division - Domain Lodge Venues

Conditions of Hire

Payments

Unless other arrangements are agreed, payment must be made in advance or on the day, before the meeting commences. If a confirmed booking is cancelled within 7 days of the booked date, a deposit up to 50% may be retained by the Society. Payment can be made by direct deposit or EFTPOS.

Health and Safety

- Fire/Emergency exit doors to be kept clear from obstruction at all times.
- The organiser is to be responsible for Health & Safety for their meeting, particularly being aware of Emergency Procedure and knowing how many participants are in attendance.
- The organiser is responsible to ensure that the Visitor Book at Reception is signed in and out.
- The hirer/ organiser is responsible for ensuring that first aid assistance is provided to anyone in their group injured during the period of occupation of the venue.
- The hirer is responsible for maintaining good order and behaviour and will not cause or allow disorderly conduct or nuisance to arise.

Cleaning and rubbish

- All rubbish is to be put into the rubbish bin in the room or removed from the premises.
- Cutlery and crockery are to be washed after use. (A dishwasher is available for this.)

Prohibited Activities

- No smoking within the venue, or anywhere on the Society's property (inside or outside.)
- No use of confetti, glitter or similar material.
- No decorations/ other items to be attached to any part of the venue without prior approval.
- No open fires, smoke machines, incense, naked flames, candles, barbeques or other cooking apparatus inside the venue.
- The piano in Hall is not to be moved without prior written consent.

Alcohol

- No alcoholic liquor is to be sold at the venue.
- No alcoholic drinks are to be available to minors or to any person contrary to law.
- Host responsibility is required. Food and non-alcoholic drinks are to be available.
- No promotion of alcohol is permitted.

Other

- Noise levels from the meeting/ event must be reasonable at all times as other activities, including residential accommodation, take place in the premises.
- The Hirer is responsible for any fees payable to the Australasian Performing Rights Association or like organisations.
- Please ensure that children are supervised at all times, including in bathrooms and areas surrounding the venue.

Loss or Damage

The Society accepts no responsibility for loss or damage to any property of the hirer, guest or other attendee, and does not provide any insurance cover for such.

Bond

A bond may be required as a condition of hire at the discretion of the Society. Deductions may be made for the following which occur as a result of actions of the hirer, guests or other attendees:

- Damage to the venue, including marked walls, ceilings or floor coverings
- Damage to or loss of equipment, paintings or other furniture or fittings
- Occupation of the venue beyond the booked time
- Extra cleaning required
- Attendance of Council or emergency services
- Any other unexpected costs incurred by the Society.

The bond will be refunded, less any deductions above, within 10 days of the end of the booking.

Disclaimer

Cancer Society Auckland Northland (CSAN) allows its facilities to be made available for hire to external groups or organisations on a good faith basis. The use or hire of its facilities does in no way suggest any endorsement or support for the views, services, products or opinions of those external groups or organisations.

CSAN reserves the right not to accept or to cancel bookings if it becomes aware that the views, services, products or opinions of the external groups or organisations are in conflict with its core Mission and Values. In the event of a cancellation, any funds received in the form of a deposit will be refunded.

Hire Details**Venue:**

Name and address of Hirer (for invoicing):

Contact Phone:

Email:

Date(s) of Hire:

Time From:

to:

Hire Cost (incl. GST) \$

Bond Required \$

Initial payment required (Deposit + Bond) \$

Due ____ / ____ /

(Initial Payment must be received by the Due date above to confirm this booking)

The Hire Details above are correct, and the Conditions of Hire have been read and accepted:

Signed by Hirer _____ Date: ____ / ____ / ____

(This form to be returned to:

Customer Services, Cancer Society Auckland, PO Box 1724, Shortland St, Auckland 1140)

Updated: August 2019