



Please ensure you read and understand the following terms and conditions. These are your responsibilities as the hirer when booking Ascot Hub.

Bookings

- Bookings are for a minimum of one hour.
- The hirer must truthfully and accurately state the type of activity the community facility is being hired for.
- The hirer must only use the community facility area they have booked and paid for.
- Set up and pack down time must be allowed for and included in the hire period.
- The hirer shall ensure that all persons have vacated the community facility by the end of the hire period.

Cancellation of hire

- The hirer agrees to cancel the booking by contacting the ECSR.
- Bookings can be cancelled without charge up to 7 days prior to the event.
- ECSR reserves the right to levy full booking costs for confirmed bookings not utilised or cancelled within 7 days of the event/booking.
- ECSR reserves the right to cancel the booking if any unforeseen circumstances arise after the booking has been confirmed.
- ECSR reserves the right to cancel any bookings at its sole discretion without liability for any loss or additional costs incurred by the hirer or payment of compensation to any party whatsoever. Fees or charges paid prior to the cancellation of the booking will be refunded or credited to the Hirer.
- Should a request for a booking be made at a time and/or venue that conflicts with another booking, ECSR reserves the right to determine which hirer shall be given use of the venue at its sole discretion.

All hirers must be a legal entity. ECSR reserves the right to ask for proof of legal identity. A legal entity is a registered group or individual 18 years and older, who has capacity to:

- enter into agreements or contracts
- assume obligations
- incur and pay debts
- sue and be sued in his/her own right
- be accountable for illegal activities

- a. The person who makes the booking (or the legal entity's representative as notified to ECSR) is required to be present for the duration of the event.
- b. The stated capacity of the community facility must not be exceeded at any time as required to meet national Building Warrant of Fitness standards. It is the hirer's responsibility to understand the venue's capacity and ensure it is complied with.
- c. All statutory rules, regulations and bylaws in force must be observed and complied with by the hirer.
- d. It is the responsibility of the hirer to inspect the Hub at the commencement of their allotted booking time to ensure its condition is safe and fit for the purpose of the hire. Any hazards are required to be immediately reported to the relevant emergency response, and to Kate p 0277283005.
- e. It is the hirer's responsibility to ensure the general public does not have access to the Hub facility, including toilets, during the hire period.
- f. There are to be no live animals in other facilities with the exception of guide dogs for the visually impaired, registered companion animals or official animals of the NZ Police.
- g. The hirer is not permitted to allow any illegal activities to take place in or outside the community facility during their hire period.
- h. It is the hirer's responsibility to contact the NZ Police immediately if there are any safety concerns due to disorderly behaviour.
- i. Behaviour of the hirer and the attendees of the event must be respectful at all times towards attendees of other events (if any) ECSR staff and representatives of any engaged contractors. Any behaviour that is intimidating, harassing or harmful can be reported to the ECSR and future bookings of the reported group may be reviewed.
- j. Noise levels must be kept to an acceptable level at all times and attendees are to be considerate of other occupants (if any) of the community facility. No amplified music to be played.
- k. All notices (including leaflets, posters etc.) are only permitted on notice boards and must not be stuck on/pinned to any other surface.
- l. Chewing gum is not permitted in the community facility.
- m. Notwithstanding any other provision contained in this Agreement, ECSR may refuse admission to any person or require any person attending the event to leave the community facility at the sole discretion of any ECSR staff or their representative.
- n. Nothing in this Agreement creates a landlord-tenant relationship between the parties.
- o. All persons accepting this agreement shall be personally bound to abide by all Terms and Conditions contained in this Agreement and to fulfil all of the hirers' obligations under this agreement.

The hirer agrees to:

- Act as a Fire Warden during the term of your hire.
- Control and supervise facility emergency evacuation procedures.
- Check the position of the orange 'Warden' armband.
- Smoking (including vaping) is not permitted in any part of the community facility or within five metres of a doorway.
- Smoke generating equipment is not permitted in the Hub.
- ensure their activity/event noise is not excessive or disruptive to neighbours.
- comply with any Christchurch City Council or Noise Control Officers request or instruction.
- That failure to comply with any Christchurch City Council or Noise Control requests will result in the Police being called to stop the event.

Facility furniture and cleaning

- All furniture is to be stacked and stored as indicated on the instructions present at site.
- Furniture is not to be stacked/stored in any emergency exit point in any circumstance.
- It is the responsibility of the hirer to ensure that the Hub, including the surrounding grounds, is left in a clean and tidy state ready for use by the next hirer. Please don't damage the pentanque piste by running on it, digging or moving the shingle.
- Supply your own kitchen materials, rubbish bags and cleaning materials.
- Empty the dishwasher before you leave.
- Oven, stove top and benchtops is to be left in a clean ready to use condition.
- Return all ECSR provided cleaning materials/equipment to the allocated cleaning storage area in a clean condition.
- All rubbish generated from the activity/event including but not limited to catering materials, food, containers, glassware, boxes etc. is the hirers' responsibility to remove from the Hub.

Building lock up

- At the conclusion of hire, unless the next hirer is present for their booking, the community facility is to be locked up, made secure, lighting turned off, and alarms set as required before leaving the premise and arrange to drop off keys to ECSR.
- Any cost associated with securing the facility after use due to a hirer not completing their responsibilities can be invoiced back to the hirer.