

CONTRACT FOR ROOM HIRE 2024

* Are required responses

HIRE AGREEMENT between Highbury Community House Inc (HCH)

And

- * **Hirer name:**
 - * **Course name or booking details**
 - * **Address:**
 - * **Email contact:**
 - * **Mobile contact:**
 - * **Number of attendees per booking**
- How did you find out about Highbury House?

* **PERIOD OF HIRE:**

Day: **Date/s:** **Time/s:**

Cancellations must be advised at least three business days before the hire period or full hireage may be charged. Less than 24hrs notice full charge will be incurred

* **ROOM** (Circle Room Required)

HINEMOA MOKOIA MARITIME ALL

Invoices will be emailed. Internet Banking ASB 12-3035-0508211-00

HIRE CHARGE

* **HIRE RATE per hour/full day**

Data projector hire - additional \$30 – (limited to office hour hires)

Room Hire exclusive of GST				
	Hinemoa room	Mokoia room	Maritime room	Full House
Per hour	\$22.00	\$17.00	\$17.00	\$50
All day rate - up to 8 hrs	\$ 130.00	\$100.00	\$100.00	\$350

Community group rate exclusive of GST				
	Hinemoa	Mokoia room	Maritime room	Full House
Per hour	\$15.00	\$10.00	\$10.00	\$30
All day rate - up to 8 hrs	\$ 90.00	\$60.00	\$60.00	\$180

Highbury House | 110 Hinemoa Street | Birkenhead | Auckland

Ph 09 480 5279 | email admin@highburyhouse.org.nz | www.highburyhouse.org.nz

- * **HIRE TERMS & CONDITIONS READ:** YES/NO
- * **HEALTH AND SAFETY PROCEDURE READ:** YES/NO
- * **LOCK BOX CODE & INSTRUCTIONS GIVEN:** YES/NO

WIFI PASSWORD **110Hinemoa**

I confirm that I have read the Health and Safety procedures for Highbury House and have received an induction from a member of staff either in person or via email.

I agree to abide by the procedures and take responsibility for my participants to do the same

* **Signed:**

..... (Hirer) (Highbury House)

..... (Date) (Date)

* **COUNCIL STATISTICAL INFORMATION – REQUIRED COUNCIL INFORMATION**

Please circle all that is relevant for your booking.

Physical Health & Wellbeing

Exercise Class; Martial Arts; Sports and Recreation; Dance; Yoga; Maternity Classes/clinics. Older Person Activities (Physical Activity)/Social walking groups; Weight management; etc.

Mental Health & Wellbeing / H&W Special Interest Hours

Health/Mental health/Disability Activities; Natural Remedies; Nutrition; Alternative Medicine. Relaxation; Smoking Cessation; Alcohol Support; Mental Health; Meditation etc.

Other activities

Early Childhood/ School Groups: Playgroup/Preschool/ Early Childhood; After School Programme. Holiday Programmes; Other School Event; Childcare; Plunket; Youth Activity

Other Special Interest: Language Classes; Computer Classes; Older Persons Activities (board games) Education T Migrants & Refugees Activities; Other Special Interest Class; First Aid; Cooking Class; Music

Government Meetings: Local Government Meeting; Central Government Meeting. Central Government Meeting; Public Speaking; Election Polling Booths; Election Campaign

Other Meetings: Business Meeting; Community Meeting; Other Meeting (please specify/describe). Training/Workshop; Conference/Seminar

Private Events: Private Function; Wedding; Birthday; Party/Function; Fair/Gala/Market; Fundraising;

Religious: Church; Sunday School; Other Religious Observance

Arts and Cultural Events: Art and Craft; how/Production/ Concert; Show/Exhibition/Production. Community/Neighbourhood Event; Cultural / Ethnic Events; Music/Concert

Please complete and return pages 1&2 to Highbury Community House

TERMS AND CONDITIONS OF HIRE

The following terms and conditions have been developed to ensure your booking runs smoothly with minimal disruption. These terms and conditions should be read in full. By making payment to Highbury Community House, you will be deemed to have accepted these terms and conditions of hire.

General Conditions of use

- Hire agreements are for a 12-month period, Jan- Dec, the management reserves the right to change the terms of the contract or hire costs during this period. The hirer will be advised of any changes via email with a minimum of 1 months' notice.
- All statutory laws, rules, regulations, and Auckland Council bylaws shall be strictly observed by the hirer.
- It is the responsibility of the hirer to ensure the health and safety of all persons attending their event/class/group. Users will ensure they familiarise themselves with the After-Hours Emergency Evacuation and Health and Safety procedures which are displayed in the hallway of the house and in each room. A fire hose is available in the hallway and in the ELC courtyard and a fire extinguisher is situated in the main kitchen. Hirers are responsible for communicating this information to your group or guests.
- It is the responsibility of the hirer to inspect the venue at the commencement of the hire period to ensure its condition is safe and fit for purpose. There is a hazard check sheet in each room and the hallway; any hazards noted should be recorded on this sheet and reported to management urgently via email. manager@highburyhouse.org.nz
- The hirer must not remove any furniture or equipment from the venue. Furniture must not be moved between rooms without prior agreement with management. Any decorations or signage that may damage the property are strictly prohibited.
- If the hirer is found to be using rooms other than the room(s) specified in this Agreement without a booking, this will lead to immediate cancellation of any future bookings.
- The hirer agrees to keep all noise both inside and outside Highbury House to a level acceptable to the by-laws of Auckland Council. The property is to be vacated by 10.30pm each night.
- The hirer shall be responsible for the maintenance of law and order by their group both within the House and the surrounding area during the period of hire. The Highbury House Governance Board accepts no responsibility for the behaviour of the hirer and/or the group's attendees.
- Hirers must precisely state the purpose for which the House is to be used when completing the hire contract. Subletting any part of the House is prohibited.
- The Highbury House Governance Board may, at its discretion, refuse any application to rent the house.
- As several groups, may be using areas or rooms in Highbury House simultaneously, all users are always required to be co-operative and considerate to others.
- If two rooms are being hired for one event or class at the same time, or if there is an event or class with more than 40 attendees, the hirer is required to book all rooms for exclusive use of the property.
- Children must always be actively supervised.
- Unfortunately, Highbury House is unable to offer storage for groups; anything required for your booking must be brought with you and taken away at the end of each the hire.
- The Early Learning Centre, including their playground is out of bounds. This is a separately run facility and no access is permitted.
- Any damage to the House or equipment caused or contributed to by the hirer or its group or attendees shall be rectified, and the costs incurred in doing so (or relevant proportion thereof) will be charged to the hirer

Bookings

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- Bookings are for a minimum of one hour.
- Hirers may be requested to stand down a total of six days per year for special community activities, stand-downs are put in place so as all the community have access to the centre for special functions.
- The booking time must include set up and pack down. It is recommended that if your class is for an hour and you require set up and pack down, the booking is made for 90mins. If the booking runs over the scheduled time, additional charges will be incurred.
- A bond may be required depending on the type of booking, this will be at the discretion of the manager and will not exceed \$150.
- Auckland Council requires hire information from Highbury House, acceptance of this contract allows this information to be requested from each group.
- Attendance must be recorded by the hirer for each booking on the attendance sheet that is in the room and supplied to Highbury House.
- The hirer must ensure that all persons in their room have vacated the venue by the end of the hire period.
- The hirer must adhere strictly to the confirmed hire period. Failure to do so will incur additional charges and possible cancellation of any future bookings.
- Naked flames/candles/incense are not permitted on the premise.
- Hire of the data projector is limited to office hours unless by prior arrangement with management

Payment

- Payment for casual hire is required before the time of booking, the space is not considered to be booked until payment has been received.
- For regular users, your invoice will be issued at the end of the month. Payment is due on the date stated on the invoice. Failure to pay within the requested time can lead to cancellation of any remaining bookings.
- If payment is overdue for a period of 14 days or more, the outstanding amount will be a debt due to Highbury House and may be referred to a debt collection agency or other duly authorised agent for collection. The cost of debt collection and or legal costs related to collection of overdue moneys will be paid by the hirer.

Cleaning and Security

- High touch areas in the rooms such as tables, must be wiped down before the booking has ended. It is the hirers responsibility to ensure this is done correctly.
- Rooms must be left as they were found, in a clean and tidy condition. This includes returning all furniture to its original place. The hirer is also responsible for checking that toilets and kitchen are clean and tidy at the end of each hire.
- Cleaning materials are provided in the cupboard under the sink in the kitchen and a vacuum cleaner is located in the Hinemoa Room. The rooms are checked each day and if they are deemed in an unsuitable condition and additional cleaning is required this cost will be passed on to the hirer. Rubbish bin and recycling are in the kitchen, if the bins are full, the excess rubbish is to be taken home by the hirer or group.
- The heat pumps/air conditioners must be used responsibly to conserve electricity and be turned off when leaving.
- Access to the property is via a lock box, this lock box code will change periodically for security reasons. The change to the code will be communicated via email to the hirer at least one week prior to activation.
- Outside of office hours (8.30am -3.00pm), security is the responsibility of each hirer. Once your booking has finished, please check if there is anyone else in the property. If not, confirm that all windows and doors are secure, turn lights and heat pumps off and set the alarm. Failure to lock up and/or set the alarm which may result in a call out of management or emergency services will be at the hirer's cost and may result in cancellation of any future hire agreements.

Alcohol and Smoking

- Smoking and vaping are not permitted anywhere at Highbury House this includes inside the community house, the ELC, on the grounds, on the veranda, and in the carpark. It is the hirers responsibility to communicate this to attendees and in absence of house staff enforce this condition.
- No illegal substances are to be brought onto or into Highbury Community House property.
- Anyone showing signs of being under the influence of alcohol or drugs will be asked to leave immediately.
- Alcohol must not be sold anywhere on Highbury House or in the grounds.

Car parking

- There is a limited car parking area; all users have equal rights. Please note that on one side of the car park it is tandem parking; please pull all the way forward to ensure there is accessible parking for all. If you have blocked someone in, please limit your stay to a maximum of 10 mins or if you are attending for a class, please let the staff know.
- Please make all users aware of children potentially being on site as there is an Early Learning Centre at the rear of the property

Disputes

- In the event of a dispute that cannot be resolved between parties, contact the manager manager@highburyhouse.org.nz if after this, the dispute is not resolved satisfactorily, contact the Governance Board chairperson@highburyhouse.org.nz . The board's decision will be final.

Sustainability

We are committed to practices and standards designed to promote environmentally responsible actions.

Reuse - We have cups, glassware, crockery, and cutlery for all to use. We have refillable soaps, and paper hand towels in the bathroom areas. We discourage our hirers and community from using single use items.

Reduce - We encourage the use of sustainable packaging and where possible please use the crockery and cutlery available in our kitchen. If it's possible, avoid low-quality products, materials, and tools. These rapidly become waste, especially single-use or disposable items and plastics.

Recycle - We have a simple bin system in the kitchen only, please ensure you clean your recyclable packaging before you place into the yellow bin, any larger items of rubbish we ask that you take this home with you, smaller items can be placed in our red rubbish bin. Food scraps are not able to be composted on site – we encourage you to take these home with you, where possible.

Water - Please check all taps are off overnight, alert management to any concerns of water leaks. We have installed rainwater collection tanks as an alternative for garden maintenance. There is a water filter in our kitchen we encourage you to bring your own drink bottles or use our glasses for fresh water.

Energy - Please ensure the air conditioning/heat pump units are turned off after your booking. All lighting has been changed to LED for less impact. Turn off appliances when you have finished using them.

HEALTH AND SAFETY PROCEDURES FOR THE COMMUNITY HOUSE

Injury Prevention Strategies

- Staff complete daily checks of the carpark, exits, passageways and identified hazards/risk areas will be carried out to ensure they are free from clutter and hazards

Injury/Accident Procedures

- All permanent staff are qualified in first aid
- A staff member qualified in first aid will endeavour to diagnose any injury
- When appropriate, the patient will be attended to privately to ensure dignity and to ensure no distress to others
- First Aid responders will be sensitive to the cultural needs of individuals and tikanga when managing another person's body and spiritual needs.
- First Aid precautions will be always followed
- A record of injury/sickness will be kept in an accident register (signed by a parent/caregiver if the patient is a minor).
- The accident register includes details of:
 - The patient's name.
 - The date, time and description of the incident.
 - Actions taken and by whom; and
 - Will be signed by the parent if the patient is a minor.
- If an ambulance is to be called for any injury/accident/illness, the patient will cover the costs of this unless they are a staff member or volunteer.

First Aid Cabinet

- A first aid box is kept in the hallway and is out of reach of children
- It is the responsibility of the House Manager to ensure that first aid items are replenished, and the kit checked on a six-monthly basis
- A face mask for use when administering rescue breathing will be maintained in the kit
- A portable defibrillator is kept in the House and serviced regularly

Cleaning Procedures

- A cleaning company is contracted to complete all cleaning tasks.
- The cleaner will be inducted into the health and safety policies and procedures including the hazard register and will be encouraged to have active participation and report any accidents, hazards, or potential risks.
- Will endeavour to keep the kitchen, toilets, and nappy changing areas spotless at all times
- Any spills involving body fluids will be cleaned up immediately using disinfectant
- Gloves to be worn when coming into contact with any bodily fluids that are not their own
- Carpet shall be cleaned at regular intervals
- Table surfaces will be disinfected daily

No-Smoking Policy/Alcohol and Drugs

Reference: *Smoke Free Environments Act 1990*

- Highbury House is a no-smoking premises both inside and outdoors as per legislation
- Highbury House extends the no-smoking to include vaping and other similar products
- The House will adhere to the Smoke Free Environments Act 1990 and ECE Regulations
- Notices stating that smoking/vaping within the premises is prohibited at all times will be prominently displayed at or immediately inside -
 - every entrance to the premises
 - every outer entrance to every building or enclosed area forming part of the premises
 - every outer entrance to every building or enclosed area forming part of the premises
- Staff will respond quickly and to anyone entering the premises smoking or vaping and they will be notified of the prohibition and expected to adhere or leave the premises
- No illegal substances are permitted on the property
- No person will be permitted into the ELC during licensed operating hours whilst under the influence of alcohol or illegal substances

Emergency Procedures

- Fire, Earthquake, and emergency evacuation drills are to be held once a term
- A record of these drills and evaluations will be kept in an electronic file. The New Zealand Fire Services Evacuation Scheme will be adhered to.
- Emergency procedures will be displayed on the wall
- A civil defence emergency kit is kept in the ELC
- Highbury House will follow all guidelines directed from the NZ government and their ministries.
- Hirers are responsible for all communications from Highbury House to reach their participants with urgency.
- Hirers are required to advise management immediately if a case of an infectious disease has been on site.
- Highbury House has an Emergency Management Policy and Procedures document which is available on request

Health & Safety Management Procedures

- A hazard list will be displayed at the entrance areas in prominent places, and this list will be kept up to date

- All visitors (excluding parents/caregivers dropping off or picking children up/short term visitors making enquiries) must sign in on the visitor register
- A hazard/risk and maintenance register will be maintained by the Manager and staff
- Staff will check the environment on a daily basis and report any potential hazards to the Manager who will initiate an action plan to minimize, isolate or eliminate the risk
- The accident/incident register is analysed regularly to identify hazards and appropriate action taken
- The Managers, Board and staff will carry out regular Hazard checks
- The repair of broken equipment and other maintenance may be carried out by a volunteer, council appointed staff or trades people contracted by the Highbury House
- The staff and Board agendas will include sections for discussion of Health and Safety issues/matters
- Consideration of Hazards must include but are not limited to:
 - Cleaning agents, medicines, poisons, and other hazardous materials.
 - Electrical sockets and appliances.
 - Hazards present in the kitchen or laundry.
 - Vandalism, dangerous objects and foreign materials
 - Equipment falls.
 - Poisonous plants.
 - Bodies of water
- Fundraising and other events will be planned with careful consideration to Health and Safety. A RAMS form must be completed, and prior approval of any event must be given by the Board.

Hirers/Class Participants

- Hirers will sign a contract that ensures they are aware of and abide by this policy.
- Hirers are responsible for the Health and Safety of their participants and ensuring they are aware of emergency and health and safety protocol.
- It will be the Hirers responsibility to ensure their participants are aware of the Highbury House Health and Safety policy and the hazard register.
- All Hirers and class participants are responsible for reporting any risk, incident, near miss and/or accident to Highbury House Management regardless of whether it causes harm or not.
- All Hirers and class participants will only engage in the activity required for their class.
- The use of any externally supplied electrical, gas appliances, candles, diffusers, oil burners, incense is prohibited unless provided by the House or approved by the House Manager.
- Electrical appliances owned by Highbury House will be checked and tagged annually.