

# Kawerau Enterprise Agency Room Hire Agreement

Rooms available for hire	Half Day Rate (within 4 hours)	Full Day Rate (within 8 hours)
<b>ROOM 17G: (Board Room)</b> <ul style="list-style-type: none"> <li>▪ 14 seater Board Room Table and Chairs</li> <li>▪ Air-conditioning</li> <li>▪ Wi-Fi connection</li> <li>▪ Electronic whiteboard</li> <li>▪ Tea and coffee making facilities</li> <li>▪ Mobility Accessible</li> <li>▪ Ground Floor</li> </ul>	\$34.50 (incl GST) <input type="checkbox"/>	\$69.00 (incl GST) <input type="checkbox"/>
<b>ROOM 12G: (Hot Desk)</b> <ul style="list-style-type: none"> <li>▪ Single office space</li> <li>▪ Office desk and chair</li> <li>▪ Wi-Fi connection</li> <li>▪ Phone line</li> <li>▪ Mobility Accessible</li> <li>▪ Ground Floor</li> </ul>	\$34.50 (incl GST) <input type="checkbox"/>	\$69.00 (incl GST) <input type="checkbox"/>
<b>Other Room by arrangement:</b> Room Number: _____	Cost to be advised _____	Cost to be advised _____

## Booking Details

Hire Date/s: \_\_\_\_\_

Start Time: \_\_\_\_\_

Finish Time: \_\_\_\_\_

Total Hours: \_\_\_\_\_

Number Attending: \_\_\_\_\_

Room Number: \_\_\_\_\_

Purpose of hire: \_\_\_\_\_

## Contact Details

Today's Date: \_\_\_\_\_

Customer PO: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Organisation Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Please continue overleaf and read our terms and conditions of hire. Please sign and return to:  
Kawerau Enterprise Agency Inc. 60 Onslow Street, Kawerau 3127 or email [office@kea.org.nz](mailto:office@kea.org.nz)**

## Office Use Only

Description: \_\_\_\_\_

Half Day  x

Full day  x

Rate: \$

(Within 4 hours)

(Within 8 hours)

**Total Amount:**

**Approved By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Terms and Conditions Room Hire

The following Terms and Conditions apply to all bookings. Please read thoroughly as understanding and agreement of these conditions constitute part of the booking acceptance. If booking on behalf of an organisation or group of people please ensure that everyone involved is aware of this information.

#### 1. Bookings

- a. The KEA Centre and the Jim Kennedy Training Centre is open on Monday to Friday from 8.30am – 5.00pm and is only available for hire during these days and by arrangement for afterhours. If you need access outside these hours please advise Reception so we can make appropriate arrangements. The building is alarmed from 9.00pm. If, however, you are here beyond 9.00pm, please ring the After Hours Contact. In the event the alarms are activated, you may be billed for the call out.
- b. Applications will be treated in order of receipt but KEA reserves the right to decline the application for any booking.
- c. No booking shall be confirmed until the Hirer receives confirmation from the Operations Coordinator that the booking is accepted.
- d. Unless otherwise agreed with KEA full payment is required before the 20<sup>th</sup> of the month following the hire.
- e. You must vacate the room at the correct time or as agreed with the Operations Coordinator.
- f. The Hirer is to include in their booking time any set-up and pack-up time that may be required. Should the event continue after the finish time, an additional room hire will be payable at the appropriate rate, pro rata, hourly or parts thereof.
- g. Permanent bookings shall be subject to arrangement with the Operations Coordinator.

#### 2. Fees

- a. You will be invoiced for your hire on the 20<sup>th</sup> of the month following the date of hire.
- b. Any booking made more than six months ahead will be charged at the rate applying on the date of the function.
- c. If all obligations in the contract documents remain fulfilled, no extra cleaning is required and no damage to the Room or its contents is sustained on inspection by the Operations Coordinator after use, otherwise any applicable cost will be charged to you.

#### 3. Damage and loss

- a. The Hirer will be responsible for ensuring that the Room is kept secure at all times.
- b. You will be held solely responsible in respect to any claims arising, or loss, accident, injury or damage to persons sustained in connection with room hire.
- c. Any loss or damage to KEA property, furniture, fittings, fixtures, appliances and apparatus will be charged to you.
- d. No responsibility will be accepted for any damage to or loss of any property you bring to or store on the premises.

- e. Nothing is to be driven into or attached in any way to ceilings, walls, floors, furniture or furnishings without prior permission. No writing, painting or disfigurement is to be applied to the walls, ceilings or floors.
- f. You must return all chairs, seating, furnishings or other property to their designated areas.

#### 4. Health and safety

- a. Fire/emergency exit doors must be kept clear from obstruction at all times.
- b. The Hirer is responsible for the provision of a cell phone for emergency purposes.
- c. The Hirer is responsible for maintaining good order and behaviour in all parts of the premises and grounds in use and will not cause, suffer or permit disorderly conduct or nuisance to arise.
- d. The Hirer will comply with all laws, regulations, bylaws and rules applicable to the operation of the use of the room, including taking all practicable steps to ensure that the provisions of the Health and Safety At Work Act 2015 are met at all times.
- e. The Hirer must advise KEA to anyone injured during the term of the hire
- f. The Hirer will read and understand the fire and emergency evacuation procedures as posted inside the KEA Centre.
- g. Smoking is permitted at the rear of the KEA Centre in the designated smoking area only.
- h. A Floor Warden will act in the event of fire/emergency.

#### 5. Security

- a. You must ensure that all heating and lighting is turned off before you leave. An additional charge may be made if any is left on.
- b. You will be provided with the necessary key/s. These must be returned after hire or as agreed with the Operations Coordinator
- c. If KEA is required to call a security guard for any reason you will be billed for any costs incurred.

#### 6. Cleaning and rubbish

- a. The total area must be left clean and tidy at the end of booked times. Floors must be mopped and carpets vacuumed if necessary. KEA supplies no cleaning equipment.
- b. You must remove all personal equipment and belongings immediately after the hire, unless prior approval has been given, within the period of hire.

#### 7. Cancellations

- a. KEA reserves the right to cancel any bookings if the Room is required for any purposes of urgent maintenance, national or civic nature. In that occasion the room hire will be rescheduled.

#### Kawerau Enterprise Agency Inc. Contact Details

Normal Building Operation hours are 8.30am to 5.00pm.

60 Onslow Street, Kawerau

Phone: 07 3237377

Email: office@kea.org.nz

#### Afterhours Contact Details

Computech Alarms: **Colin & Carol Reid 029 323 6996/8** or

Executive Director: **Helen Stewart on 027 596 3686**

I \_\_\_\_\_ have read and understood the information above.

Signature \_\_\_\_\_ Date: \_\_\_\_\_