

Facility booking agreement



Hirer Name: _____

Business/Club/Department Name: _____

Contact Number: _____ **Email:** _____

Booking Purpose: _____ **No. of Guests:** _____

Date and Time		Space Required (please tick)	
<u>e.g. 12/03/15</u>	<u>e.g. 8 am – 10 am</u>	Whole Hall	<input type="checkbox"/>
_____	_____	Half Hall (South/North)	<input type="checkbox"/>
_____	_____	Dance Studio	<input type="checkbox"/>
_____	_____	Studio 1	<input type="checkbox"/>
_____	_____	Level 4	<input type="checkbox"/>

If more than 4 days, please attach additional spread sheet.

Equipment Required

	Type/Amount Needed		Type/Amount Needed
Goals	<input type="text"/>	Cones	<input type="text"/>
Balls	<input type="text"/>	Tables	<input type="text"/>
Bibs	<input type="text"/>	Chairs	<input type="text"/>

Special Hire/Instructions

Stereo*	Tick if Needed <input type="checkbox"/>	Gate Opened	Tick if Needed <input type="checkbox"/>
Score Board**	<input type="checkbox"/>	Photo/Student ID for Entry	<input type="checkbox"/>

**Stereo/Speaker Hire is \$65 (incl. GST) **Score Board Hire is \$20 (incl. GST) Both subject to availability*

Charges Per Hour	Whole Hall	Half Hall	Dance Studio	Studio 1	Level 4
General Charges	\$190	\$115	\$69	\$60	\$49
UoA Dept/AUSA Club Charges	\$98	\$58	\$46	\$52	\$33

IMPORTANT: Person who books must read and sign terms and conditions (overleaf) before payment.

If no. of guests exceeds 50 on weekends or evenings, extra staff may be required at a charge of \$35 per hour incl. GST.

Administration

Space: \$ _____ Equipment: \$ _____ Additional Staff: \$ _____
 Total Incl. GST: \$ _____ Due By: _____ Received By: _____
 Payment Type: _____ Receipt Attached: /Journal _____
 Booking ID: _____ Name: _____ Date: _____
 Status: _____ Equipment: _____ Daily Bookings: _____

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THE UNIVERSITY OF
AUCKLAND
Te Whare Wānanga o Tamaki Makaurau
NEW ZEALAND

TERMS AND CONDITIONS

Any damage or wear caused by the hirer in the areas made available, or to areas where the hirer has not been granted access, will be repaired and the cost met by the hirer.

1. Any equipment loaned or hired to the hirer must be returned immediately following the conclusion of the booking. A record of all equipment borrowed will be kept and made available to the hirer. Any equipment not returned or recovered will be charged to the hirer.
2. The setup of any equipment is the responsibility of the hirer. This includes equipment loaned to the hirer by The Recreation Centre.
3. Any equipment to be delivered must be made know to, and approved by, the Recreation Centre management.
4. Access to the venue to be agreed to by Recreation Centre management for delivery and/or collection of agreed equipment.
5. The venue must be left in a clean and tidy state. All rubbish must be removed and disposed of by the hirer. Cleaning is the responsibility of the hirer, unless prior arrangement is agreed by both parties.
6. Security is to be provided by, and at the cost of, the hirer. The number of security personnel required, and locations of security within, and outside the venue, is to be determined by Recreation Centre management.
7. No alcohol is to be consumed on the premises without prior written permission of Recreation Centre management. The hirer shall be responsible for all costs and applications associated with licensing as required.
8. Signage, naming and promotional rights will be;
 - a. granted at the discretion of Recreation Centre management,
 - b. be for the duration of the booking only, unless by prior arrangement.
9. The hirer shall not have the authority to bind The University of Auckland Recreation Centre, or act on its behalf, at any time. The hirer shall act as an independent contractor on it's own account. Nothing in this agreement shall be deemed to constitute parties as employer and employee, principle and agent, joint ventures or partners.
10. The hirer shall abide by The University of Auckland regulations pertaining to Occupational Safety and Health regulations.
11. The hirer shall abide by the rules of The University of Auckland Recreation Centre, and to specific rulings related to each facility area. Failure to abide by the rules, or to these Terms & Conditions will result in immediate termination of your booking at full cost to you, the hirer.
12. Any bookings that involve a large number of people (ie; more than 50), or are conducted outside of business hours, will require the presence of an additional staff member for the duration of the booking. The cost of this dedicated staff member is \$35 per hour.
13. The level 4 area can be made available. The rate for this area is \$20 per hour when hired in conjunction with another facility. This area cannot be hired on its own.
14. All booking charges include the cost of entry to the facility hired. It does not include the cost of entry to gym facilities, or any facilities not detailed in the agreement.
15. Payment of bookings needs to be made **3 weeks** before booking date or minimum 3-7 days if booking with this time frame.
16. Any Cancellation made 1 week before the booking date will be charged 50% of the booking fee. Any Cancellations made within the week of the booking will have NO REFUND.
17. Please think carefully before making your booking. We can arrange a Transfer of your booking if you can provide us with 1 weeks' notice or more.

I understand and agree to abide by the terms of this agreement

Hirer Name and Business: _____

Date: _____