



Cook Islands (NZ) Society Incorporated

220 HANSON STREET, NEWTOWN • WELLINGTON • WWW.COOKISLANDSSOCIETY.ORG.NZ

SCHEDULE OF CONDITIONS AND RULES

FOR USE OF FACILITIES AND COOK ISLANDS (NZ) SOCIETY HALL - DATED JULY 2018



Cook Islands (NZ) Society Inc. established 1964 – Building opened 1978

KIA ORANA

Welcome to the Cook Islands (NZ) Society, a group based in Newtown, Wellington. We are a group that provides a point of contact and foster the interest and opportunities for all Cook Islanders residing in the greater Wellington area. For more information contact our chairperson – email chairperson@cookislandssociety.org.nz

HIREAGE CHARGES

Hourly Rates:

\$50.00 per hour

Daily Rates:

\$350.00 first day

\$150.00 daily thereafter

\$20 fee for duration of stay

Bond:

\$100.00 ← **REQUIRED TO CONFIRM YOUR BOOKING**

(COMPLIMENTARY WiFi IS AVAILABLE ON REQUEST)

(TABLE, NET & 4 BATS ARE PROVIDED, NOT PING PONG BALLS)

TABLE TENNIS TABLE

PAYMENTS

Payment may be made via direct credit to our Bank Account. **PLEASE ENSURE** to use your Booking Reference No. in the Particulars/Reference Field so we can identify your deposit. An invoice or receipt will be provided.

Other payment methods arrangements to be agreed with our Booking Manager or Chairperson.

BANK: ANZ
ACCOUNT NAME: Cook Islands (NZ) Society Inc.
ACCOUNT NO.: 01-0505-0086188-00
PARTICULARS/REFERENCE: Your Booking Number

The bond is refundable, if all our conditions of use are met.

Please note that if you cancel you booking within 7 days of your booked starting date your bond will not be returned.

Due to some unforeseen circumstances sleeping at our Hall is not permitted until further notice.

- The cost for using any of the facilities remains the prerogative of the Cook Islands (NZ) Society committee;
- The Cook Islands (NZ) Society committee retains the right to recover any additional costs incurred;
- **ALL COSTS ARE TO BE PAID IN FULL PRIOR TO THE USE OF THE FACILITIES AND HALL.**

SMOKING, ALCOHOL, UMU AND CLEANING



SMOKING or **VAPING** inside the Cook Islands (NZ) Society Hall is **PROHIBITED**.

Smoking or Vaping outside is only allowed at the left-hand side of the building and disposal of cigarette butts should be in the smoking troughs provided.

ALCOHOL - the Cook Islands (NZ) Society is not a licensed premises, therefore the user is responsible for all liquor licensing permit requirements. Please contact the **WCC** or **POLICE** for clarity on the needs around this. Alcohol must not be served to minors or intoxicated guests.

UMU / HANGI – Umu / Hangi are not permitted at our venue.



CLEANING - Ensure you clean up after usage, this includes removal of your rubbish and any rubbish bags.

SUBLETTING AND AUTHORITY

SUBLETTING the premises is **NOT PERMITTED** under any circumstances.

AUTHORITY Cook Islands (NZ) Society Incorporated is the ultimate authority and any issues of concern are to be referred to them for resolution.

GENERAL CONDITIONS:

- Online application for use – to be completed
- Availability – only as confirmed following booking request and deposit of bond.
- Period of use – ensure you include cleaning time in your booking
- Building limit – usage does not include grounds beyond the hall, except where specified.
- Building walls – nothing may be hung on the ceilings or walls of the hall.
- Cleaning – ensure you clean up after usage, this includes removal of your rubbish and any rubbish bags.
- Hirer – the hirer must be of 18 years +.

WHAT CAN BE PROVIDED:

Mattresses and pillows

Mattresses and pillows available on request, please provide your own linen and pillow cases.

Kitchen

Full use of the kitchen, including crockery and cutlery (please supply your own tea towels and dish washing liquid)

Tables and Chairs

Full use of our tables and chairs is permitted.

Bathrooms / Shower

Please supply your own - toilet paper, hand towels, soap etc.

Please provide your own cleaning products and supplies.

SUPERVISION

The user will be responsible for the maintenance of good order and behaviour in all parts of the Cook Islands (NZ) Society complex being used. All walkways and exits must be kept clear.

AUTHORITY

The Chairperson and Property Manager or other person authorised by the Cook Islands (NZ) Society committee, fire brigade or police have the right of entry and authority at all times over the user's representatives.



Cook Islands (NZ) Society Inc. established 1964 – Building opened 1978 – Internal View

GENERAL EXPECTATIONS AND CONDITIONS

Damage

The user will be responsible for, and will need to make good any loss of or any damage to Cook Islands (NZ) Society property, furniture, fittings or apparatus caused while they have the use of the building.

Cook Islands (NZ) Society Incorporated will not be held responsible for accident or injury to persons or damage to property of persons using the facilities or attending a performance arranged by a user. Users can obtain insurance cover from most insurance companies at moderate cost.

Cleaning

The user will leave the areas used, clean and tidy. Any additional cleaning costs incurred by the committee will be deducted from the bond or an invoice will be sent.



Dangerous Goods

No petrol, inflammable goods, explosives or fireworks.

Decorations

No decorations of any kind, without the prior approval of the Cook Islands (NZ) Society committee. All evidence of fixing of any decorations that have been approved are to be removed before the user vacates the premises e.g.; tape, balloons etc.

Electric Wiring

No alterations or additions to existing installations may be made.

Rubbish

Users must remove all rubbish on vacating the premises.

Cars & Parking

Vehicles must be parked in the designated parking areas around the building only. No cars are to park directly in front of the main entrance to the hall. Cars are to park in such a manner as to permit access by emergency vehicles and with due regard to other vehicle users.

Equipment

The user will make adequate arrangements for the reception, storage and custody of their equipment or property. The Cook Islands (NZ) Society committee reserves the right to refuse storage. The Cook Islands (NZ) Society committee will not be responsible for damage to, or loss of property placed in the building by the user or other people using the complex during the period of use.

Utensils, Crockery, Hardware

Under no circumstances should any items be taken from the complex i.e.: utensils, pots, pans, plates, etc. These will be counted out when it comes to signing in. Any loss incurred will be charged to the user.

Final Authority

Cook Islands (NZ) Society Incorporated is the ultimate authority and any issues of concerns are to be referred to them for resolution.

HEALTH AND SAFETY

1. Fire/emergency exit doors must be kept clear from obstruction at all times.
2. The Hirer is responsible for the provision of first aid facilities and the provision of first aid assistance during the hire period.
3. The Hirer is responsible for the provision of a cellphone for emergency purposes.
4. The Hirer is responsible for maintaining good order and behaviour of all occupants, both inside and outside of the society hall, this includes society grounds and car park.
5. The Hirer must ensure that all occupants are safe while using the society hall, its facilities and grounds.
6. The Hirer must ensure that alcohol is not served to occupants who are already intoxicated.
7. The Hirer is responsible for making sure that underage drinking of alcohol does not occur.
8. The Hirer is responsible for making sure all electrical appliances, instruments and tools used, both inside and outside the society hall, are in good working order and operators know how to operate them safely.
9. The hirer need to make sure that all hazards and potential hazards are eliminated or minimised, for example all spillages are wiped up, guest are alerted to any areas that are slippery etc.
10. The Hirer will be responsible for people injured at the Society Hall and must record details of the injury in the Health and Safety Book provided by the Society.
11. The Hirer will be responsible for ensuring that the Society Hall is kept secure at all times.
12. The Hirer will read and understand the fire and emergency evacuation procedures below.
13. A Fire Warden must be nominated to act in the event of fire. For a larger group there must be one warden to every 100 people.



EVACUATION PROCEDURE IN CASE OF FIRE

In case of a fire:

The fire alarm will ring continuously.

All persons to leave the building and assemble in the carpark at the bottom of the hill.

The Hirer is responsible for:

- Ensuring that all occupants leave the building (ensure to check the toilets etc);
- Closing doors and windows as leaving, if possible;
- Turn off the power, if possible;
- Calling the Fire Service on 111;
- Calling the Chairperson on 02365252 or Booking Manager on 0276632843.



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