

Cancer Society Auckland Division - Domain Lodge Venues

Conditions of Hire

Payments

Unless other arrangements are agreed, a 40% Deposit of the hire fee and the whole of any bond required is payable before a booking can be confirmed. If a confirmed booking is cancelled within 7 days before the booked date, the Deposit may be retained by the Society. The balance of the hire fee is payable as invoiced.

Bond

A bond may be required as a condition of hire. Deductions may be made for any of the following which occur as a result of actions of the hirer, guests or other attendees:

- Damage to the venue, including marked walls, ceilings or floor coverings
- Damage to or loss of equipment, paintings or other furniture or fittings
- Occupation of the venue beyond the booked time
- Rubbish left inside the venue, car parks or otherwise on or around the Society's property
- Extra cleaning required
- Attendance of Council or emergency services
- Failure to use the venue as booked (i.e. non-attendance)
- Any other unexpected costs incurred by the Society.

The bond will be refunded, less any deductions above, within 10 working days of the end of the booking.

Health and Safety

- Fire/Emergency exit doors are to be kept clear from obstruction at all times.
- The hirer is responsible for provision of first aid facilities during the hire period, and ensuring that first aid assistance is provided to anyone injured during the period of occupation of the venue
- The hirer is responsible for maintaining good order and behaviour and will not cause or allow disorderly conduct or nuisance to arise. Cleaning and rubbish
- All rubbish is to be completely removed from the Society's property
- Urns, cups and saucers microwave and stove/oven are available for use at no extra charge. Cutlery and crockery are to be washed after use. (A dishwasher is available)

Prohibited Activities

- No smoking within the venue, or anywhere on the Society's property (inside or outside)
- No use of confetti, glitter or similar material
- No decorations or other items to be attached to or hung from any part of the venue without prior written approval
- No open fires, smoke machines, incense, naked flames, candles, barbeques or other cooking apparatus inside the venue.
- The piano is not to be moved without prior written consent Alcohol No alcoholic liquor is to be sold at the venue. No alcoholic drinks are to be provided or to be available to minors or to any person contrary to law.

Loss or Damage

The Society accepts no responsibility for loss or damage to any property of the hirer, guest or other attendee, and does not provide any insurance cover for such.

Other

- Noise levels from amplifiers and loudspeakers must be kept reasonable at all times as other activities including residential accommodation take place on the property.
- The Hirer is responsible for any fees payable to the Australasian Performing Rights Association or like organisations.
- Please ensure that children are supervised at all times, including in bathrooms and areas surrounding the venue.

Disclaimer

Cancer Society Auckland Northland (CSAN) allows its facilities to be made available for hire to external groups or organisations on a good faith basis. The use or hire of its facilities does in no way suggest any endorsement or support for the views, services, products or opinions of those external groups or organisations.

CSAN reserves the right not to accept or to cancel bookings if it becomes aware that the views, services, products or opinions of the external groups or organisations are in conflict with its core Mission and Values. In the event of a cancellation any funds received in the form of a deposit will be refunded.

Hire Details	Venue:
Name and address of Hirer (for invoicing):	
Contact Phone:	Email:
Date(s) of Hire:	Time From: to:
Hire Cost (incl. GST) \$	Bond Required \$
Initial payment required (Deposit + Bond) \$	Due ____ / ____ /
(Initial Payment must be received by the Due date above to confirm this booking)	
The Hire Details above are correct and the Conditions of Hire have been read and accepted:	
Signed by Hirer _____ Date: ____ / ____ / ____	
(This form to be returned to:	
Customer Services, Cancer Society Auckland, PO Box 1724, Shortland St, Auckland 1140)	

Updated: July 2017