



Hire Agreement

For Room Bookings at Khandallah Playgroup

Kia ora! Thank you for booking your event at Khandallah Playgroup. We hope you enjoy the facilities as much as we do! Please ensure you read the below information. By booking Khandallah Playgroup, you the hirer, have read and accept the following Terms and Conditions.

TERMS & CONDITIONS OF HIRE:

▪ GENERAL

- The maximum number of children allowed for weekend events is 25 (including babies), plus their caregivers to total a maximum of 50 people at any time.
- Toys and facilities are designed for children aged under 5 years.
- Be considerate of our neighbours and keep a respectable noise level outside.
- If the heat pump is used, please remember to turn it off when you leave.
- Sandpit toys are locked in the shed outside. The shed key is on the hook inside next to the entry door. Please cover the sandpit, return toys to the shed and lock it after use.
- The kitchen is fully equipped, please supply your own tea, coffee, milk, and food.

▪ PROHIBITED

- **NO SMOKING or vaping** allowed on the premises (this includes outside).
- **NO tape or adhesive strips** to be used on the walls or ceiling. Please use the hooks provided for hanging decorations.
- **NO driving of pins, nails or screws** into furnishings, walls, or ceiling. If you wish to put posters or a sign up, please use the pin boards provided above the craft area.
- **No animals** unless otherwise agreed in writing with the Bookings Co-ordinator with a minimum notice of 14 days.
- **Do not enter the Town Hall** through Playgroup (up the stairs next to the inside slide). Opening the doors to the Town Hall may cause the alarms to go off.

▪ ACCESS

Our Playgroup is accessed following the path to left of the public toilets next to Khandallah Town Hall. **The key is in a lockbox on site.** The lockbox is located on the wall to the left of the window on the deck. The lockbox code will be emailed to you the week of your booking. Please return the key immediately after your event to the lockbox and scramble the code.

▪ TIMES

There are 4 x 4-hour weekend timeslots available to hire Khandallah Playgroup. The morning timeslot is 8.30am to 12.30pm. The afternoon timeslot is 1.00pm to 5.00pm. Please ensure you are only at the facilities during your booked timeslot. This includes your set up and clean up time.



▪ **PAYMENT**

The cost to hire Khandallah Playgroup is **\$75.00 for non-members** and **\$50.00 for members** per 4-hour hire timeslot. Payment will be made via online payment when you book your event date via our booking's website.

▪ **CLEANING**

- Hirers are responsible to leave the facility in a clean and tidy condition.
- Cleaning of the facilities is to be completed within the booked timeslot.
- Chairs and tables must be cleaned and returned to their original location.
- To clean the floor there is a vacuum, broom and mop provided in the storeroom (through door next to the kitchen).
- **Remove all rubbish** and party decorations as we do not have the capacity to accommodate this in our wheelie bin. Please take your rubbish home and do not leave on the street, even if in Council rubbish bags.
- Dishwashing powder is provided, if you are using the dishwasher please remember to unload the dishes after they have been cleaned.

▪ **DAMAGE**

Any damage to the facilities must be reported immediately to the Bookings Co-ordinator via email to kpgbookings@gmail.com. Khandallah Playgroup may invoice the hirer for any damages or additional charges resulting from the hirer's use of the facilities including extra cleaning or waste removal, theft, loss, damage or destruction of the property or equipment during the hire period.

▪ **CANCELLATIONS**

If a booking is cancelled within 7 days prior to the booking date, there will be no refund and full payment for the booking is required. If a booking is cancelled 8-14 days prior to the booking date, 50% payment of the room hire will be required. Bookings cancelled more than 14 days prior to the booking date will be refunded the cost paid minus a non-refundable \$10.00 cancellation fee.

If a booking needs to be changed to a different date, this can be done at no extra cost if it is changed more than 14 days prior to the booking date. Bookings moved within 14 days prior to the booking date will incur an extra 50% room hire fee, in addition to the full room hire rate for the new date.

▪ **HEALTH AND SAFETY**

The hirer shall ensure their part is imposed under the Health and Safety Work Act 2015 and that they are duly accountable for the health and safety of all persons at their event. In particular, the hirer will:

- Be prepared for an emergency evacuation.
- Evacuate the facilities if there is a fire or other emergency and direct all persons to the artificial grass assembly area.
- Always keep emergency exits clear from obstruction.
- Have a cell phone available to call 111 in an emergency.

▪ ALCOHOL

Khandallah Playgroup is not a licenced venue and is intended to be a child-centred facility including for private bookings. Some events may choose to make alcohol available to adult guests as an incidental part of the hospitality provided. Khandallah Playgroup will not be liable for any INJURY, LOSS OR DAMAGE that may occur because of the consumption or serving of alcohol at the facilities. If alcohol is provided, it is done so at the hirer's own risk and the following conditions must be adhered to:

- If any liquor licence is required by Wellington City Council, it is the hirer's responsibility to obtain an event licence.
- Any alcohol served should be done so responsibly and in small quantities.
- Alcohol must not be provided or accessible to minors or intoxicated persons.
- Food and non-alcoholic beverages are to be available whenever alcohol is served.
- The hirer should ensure adults present are able to maintain appropriate supervision of children and that there are safe transport options following the event.
- Alcohol containers (e.g. glass bottles, tin cans) are to be removed from the venue at the end of the event.

▪ ACCEPTANCE OF TERMS & CONDITIONS

The person who has booked Khandallah Playgroup is responsible and must abide by these Terms and Conditions of Hire. Use of the facilities is at the party hirer's own risk. **Khandallah Playgroup accepts no responsibility for and will not be liable for any INJURY, LOSS OR DAMAGE that may occur whilst on the premises.**

If you have any questions, feel free to contact our Bookings Co-ordinator via email at kpgbookings@gmail.com. For more information on Khandallah Playgroup and enrolments, email us at playgroupkhandallah@gmail.com.

We look forward to hosting you at Khandallah Playgroup and wish you an enjoyable event!

Ngā mihi nui,

Khandallah Playgroup Committee