



CONDITIONS for ROOM HIRE

Belfast Community Network

710 Main North Road
Sheldon Park (behind Belfast Bowls)
PO Box 76126 Northwood Christchurch
Phone: 323 9731
info@belfastcommunitynetwork.org.nz
www.belfastcommunitynetwork.org.nz
Facebook: Belfast Community Network

Hours of Use | The room is to be used only during pre-approved booked hours. BCN reserves the right to cancel the booking if any unforeseen circumstances arise after the booking has been confirmed.

Cancellation Policy | Belfast Community Network has the right to full rental fees for confirmed bookings that are not utilised or are cancelled within 7 days of the booking. Written details of hire will be assumed to be accepted if no disagreement is lodged prior to the booked date.

Payment | Direct credit is our preferred payment option. Details are **BNZ 02 1253 0010359 00**. Reference your organisation and 'Room Hire'. Unpaid fees may be handed to a collection agency with associated costs added to the bill.

Access & Security | Rooms hired outside of office hours will require entry by access card which must be returned the next business day. Lost or late return of access cards will result in a surcharge of \$50. If a security alarm code is provided, please do not divulge the code to any other person. It is the responsibility of the hirer to ensure that all doors and windows are locked and the alarm is set when vacating. A \$50 fee will be charged for failure to secure the building.

Damage | Room hirers are to report any damage or heavy wear to equipment, and accept the cost incurred by BCN's contractor to make good any damage or repair resulting from your use of the room.

Health & Safety | The Principal Contact must be present throughout the duration of the hire. Occupancy numbers must not exceed safety limits. A first aid kit stored in the top cupboard in the kitchen is available to service your group's needs. It is the responsibility of the person hiring the room to keep exit points clear and to point them out to all occupants. Smoking is not permitted in any part of the building nor within 5 metres of an entrance. Please also note that, consistent with Christchurch City Council parks, this is an alcohol-free facility.

Fire/Evacuation | An evacuation plan is posted at all exit points. Occupants are to assemble at the fence on the east side of the swimming pool. False alarms leading to a NZ Fire Service callout will result in a \$200 surcharge on hire fees.

Telephone | A phone is available at the Reception Desk for emergency use only. Emergency phone numbers are listed on the Evacuation Plan sign by each exit.

Care of the Facility | Please do not post materials on wall surfaces. When vacating the room, ensure that electrical appliances are turned off, furniture is returned to its original position and rubbish is disposed of in the bins provided.

Right of Entry | Belfast Community Network reserves the right for any staff member to enter the venue at any time.

It is required that you sign the Booking Form declaration to acknowledge that you have read and will abide by these conditions.