



P O Box 10250  
 Bayfair, Mt Maunganui 3152  
[www.bayvenues.co.nz](http://www.bayvenues.co.nz)

Arataki Community Centre & Mt Sports Centre  
 07 577 8565  
[john.aretini@bayvenues.co.nz](mailto:john.aretini@bayvenues.co.nz)  
 Aquatic Facilities  
 07 577 8550 ex. 8901  
[bookings@bayvenues.co.nz](mailto:bookings@bayvenues.co.nz)  
 Papamoa Community Centre  
 07 577 8566  
[sylvia.wilmshurst@bayvenues.co.nz](mailto:sylvia.wilmshurst@bayvenues.co.nz)  
 Queen Elizabeth Youth Centre  
 07 577 8564  
[kelly.kuka@bayvenues.co.nz](mailto:kelly.kuka@bayvenues.co.nz)

ASB Baypark  
 07 577 8560 ex. 6001  
[lisa.claassen@bayvenues.co.nz](mailto:lisa.claassen@bayvenues.co.nz)  
 Community Halls  
 07 577 8580  
[communityhalls@bayvenues.co.nz](mailto:communityhalls@bayvenues.co.nz)  
 Papamoa Sport & Recreation Centre  
 07 542 0180  
[chris.strawn@bayvenues.co.nz](mailto:chris.strawn@bayvenues.co.nz)

## VENUE BOOKING REQUEST FORM

***This is a request only and will not be confirmed until a booking confirmation has been provided to you and your signed terms and conditions of hire have been returned and received.***

Date of Application (today's date): Date of Application

### BOOKING CONTACT DETAILS

<b>Group/Organisation:</b>	Group / Organisation.		
<b>Contact Name:</b>	Contact Name	<b>Position:</b>	Position
<b>Street Address:</b>	Street Address		
<b>Suburb:</b>	Suburb		
<b>Town:</b>	Town	<b>Post Code:</b>	Post Code
<b>Phone:</b>	Phone	<b>Mobile:</b>	Mobile
<b>Email:</b>	Email	<b>Fax:</b>	Fax

### PAYMENT / BOND DETAILS - Payment Method

<input type="checkbox"/> Cash	<input type="checkbox"/> Cheque	<input type="checkbox"/> Eftpos	<input type="checkbox"/> Invoice*	<input type="checkbox"/> Credit
*Invoice amounts over \$100 for indoor recreation venues and \$200 for aquatic venues - Users must be pre-approved for invoice payments				
<b>Preferred Method of Bond Return (if applicable)</b>				
<input type="checkbox"/> Direct Credit				
<b>Bank Account Details:</b>	Bank Account Details			
<input type="checkbox"/> Cheque				
<b>Name on Cheque:</b>	Name on Cheque			

I  (full name) consent to the collection of the details above by Bay Venues, for the purpose of administration and programming. I acknowledge my right to have access to this information. This consent is given in accordance with the Privacy Act 1993. I declare that the information here is true and correct.

I agree to abide by the venue's terms and conditions of hire. I acknowledge that failure to follow these conditions will result in the cancellation of my booking without refund.

**\*Signed:**

**Date:** Please select a Date

**(Print Name Here)**

*\*Your Name here indicates the acceptance of the terms and conditions of use of this venue. If you have any questions regarding these terms, please discuss with the Venue Manager.*

## Indoor Recreation Venue Booking Agreement Form

Facility	Day of Week	Start Date	End Date	Start Time	End Time	Purpose	Yth - 18< Pen - 65>	Adult	Est # Attend
<i>Arataki – Kingfisher Room</i>	<i>Wed</i>	<i>01 Jan 16</i>	<i>31 Dec 16</i>	<i>9.00 am</i>	<i>3.00 pm</i>	<i>Community Meeting</i>	<input type="checkbox"/>	<input type="checkbox"/>	<i>45</i>
Click here to enter a Facility	Select a Day	Start Date	End Date	Start Time	End Time	Purpose	<input type="checkbox"/>	<input type="checkbox"/>	Est. Attend
Click here to enter a Facility	Select a Day	Start Date	End Date	Start Time	End Time	Purpose	<input type="checkbox"/>	<input type="checkbox"/>	Est. Attend
Click here to enter a Facility	Select a Day	Start Date	End Date	Start Time	End Time	Purpose	<input type="checkbox"/>	<input type="checkbox"/>	Est. Attend
Click here to enter a Facility	Select a Day	Start Date	End Date	Start Time	End Time	Purpose	<input type="checkbox"/>	<input type="checkbox"/>	Est. Attend
Click here to enter a Facility	Select a Day	Start Date	End Date	Start Time	End Time	Purpose	<input type="checkbox"/>	<input type="checkbox"/>	Est. Attend
<b>Please ensure times requested include set-up and pack down and allow for user groups to leave the facility in a satisfactory condition</b>									

### Special Requirements:

Exclude Public Holidays  Exclude School Holidays  Kitchen Required  Room Setup (Costs may apply)  Special Equipment

*Details Below:*



## Terms and Conditions of Hire

### General

1. All groups must have a nominated point of contact, who is responsible for the group (and the premises, if hired after hours) for the duration of the hire.
2. The selected Bay Venues facility can be hired for any activities deemed appropriate by Bay Venues management.
3. Booking times must include set up / break down and allow for user groups to leave the venue in a satisfactory condition. Failure to include this time may result in extra charges for your group. Entry to the venue is only available from the time booked and must be vacated within the timeframe specified on the booking confirmation. If any patrons wish to continue to use the venue at the conclusion of the booking, they must re-enter as a paying individual.
4. All equipment utilised during the period of hire must be returned to the correct position at the end of the hire period.
5. Adult supervisors (age 16+) are required for children and youth groups.
6. The number of required supervisors is 1 adult per ten children.
7. All children under the age of 8 must be "actively supervised" by a Parent or Guardian aged 16 years or over. Minimum requirement for under 5's is 1 adult actively supervising 4 children.
8. Any group bookings are to adequately and actively supervise the group at all times whilst they are in the venue and must remain in the hired area throughout the entire period. Supervisors are held responsible for the group and must maintain the venue guidelines whilst at the venue. Failure to have enough supervisors may result in entry being refused.
9. **All venue rules are in effect throughout the hire.**
10. All people must follow any and all direction from Bay Venues staff. Refusal to do so may result in the group being asked to leave the venue.
11. Venue personnel reserve the right to determine unacceptable behavior of individual(s) while on the premises, with this right being to cancel a booking or request an offender to leave. If this occurs no refund will be given.
12. Hirers shall agree to hold the venue fully harmless and indemnify it against any and all suits, damages, claims, causes or actions which may arise out of use of the above described property.
13. The Venue Manager or their nominee will have right of entry at all times.
14. Regular users may be asked to shift their booking times to allow better optimisation of space, and or their preferred room/venue to accommodate bookings that are deemed by management to necessitate the move e.g. events.
15. The manager at their discretion may refuse any application of hire, waiver specific conditions, or cancel any booking without assigning any reason.

### Hire Fees & Bond

16. Bond payments are required for all one-off or event users. The bond payment will vary between \$150 - \$1,500 depending on the level of booking and associated potential risks.

Bond payments for casual small bookings are normally waived. Management has full discretion as to the amount of bond required.

17. **The hirer is liable for all damages that occur to the property and venue equipment as a result of the hiring groups actions.** Damage or problems experienced during the event may delay or change the release of the bond. In the event where full release of the bond is not completed a detailed list of withdrawals will be provided in writing to the group organiser.
18. If a bond is paid, this will be refunded in full within ten working days following the date of hire, if the following criteria is met:
  - No damage to property or equipment
  - All areas left in a clean and tidy state
  - Security conditions are met.
  - All pre-agreed timings or equipment use are adhered to
19. A non-refundable deposit amounting to 25% of the hire fee is required to secure event bookings. This should be paid once we have confirmed your event. Your booking will remain tentative until such time as the deposit is paid.
20. For events, the balance of the hire charge and bond must be paid in full seven days prior to the hire date, if not sooner, or as agreed with management.
21. Regular hirers spending over \$100 a month can request to be invoiced on a monthly basis on the proviso invoice payments are kept up to date – payment received by the 20th of the following month. Failure to keep accounts up to date will result in further bookings to be paid in advance. Prior to any accounts being invoiced a credit application form must be completed and approved by Bay Venues.
22. Failure to pay invoiced accounts by the due date may see future bookings suspended until payment in full is received. Payments not received by the due date maybe referred to a debt collection agency. The hirer will be liable for all associated fees and any other costs associated with this debt collection.
23. Where a booking falls outside of our normal staffing hours in the venues that are staffed, a fee of \$28.75 an hour will apply in addition to the hire charge. Staffed venues are closed during Public Holidays unless prior arrangements are confirmed; a fee of \$51.75 an hour will apply in addition to the hire charge for a staff member to be on site.

### Cancellations / Amendments

24. **The venue must be given at least 30 days' notice of cancellation or change to bookings. Written notice must follow oral notification. Should the notice of cancellation be less than 30 days prior to the date of reservation or should the group fail to occupy the premises at the specified time, all booking charges may still apply.**
25. Cancellations of tournament/event bookings require 60 days' notice. Deposits are non-refundable. Failure to cancel within 60 days may result in booking charges still applying.
26. Bay Venues reserves the right to cancel or alter a hire agreement at the discretion of management. Every effort will be made by the venue to avoid cancelling any confirmed reservation. However, in the event of an emergency, beyond the control of the venue, a confirmed reservation may be cancelled. Should an event be cancelled for this reason, it will be rescheduled at a convenient time for the group and the venue. If rescheduling cannot be done, a full refund will be given.

### Cleaning and Maintenance

27. No smoking in the venue.
28. Strictly no chewing gum allowed.
29. Parking on grass areas is prohibited.
30. Consumption of food and drink is limited to designated areas only.
31. Only appropriate sports or casual shoes are allowed on wooden floors. Stiletto damage stadium floors and must not be worn accordingly.
32. **No vehicles/machinery allowed onto the sports floor of any Bay Venues facility without prior written consent.**
33. Cleaning equipment will be made available to all hire groups and the spaces hired must be left in good condition.
34. **Any additional cleaning performed by venue staff or contractors to get the facility back to a satisfactory condition may incur an additional charge.**
35. **After use, and before vacating the premises, the hirer must clean, remove food and personal items and place all trash in provided containers. Rubbish exceeding container space must be removed from the premises by the hirer.**
36. **Any damage to the building or the assets of the venue will result in the replacement or repair of the damaged property at the hirers cost.**

### Compliance

37. Catering must be negotiated with management. Venue vending machines must not be removed or covered.
38. The sale of food, including fundraising, requires a Food License which can be obtained directly from Tauranga City Council. Please allow a minimum of five working days prior to booking for the license application to be processed.
39. Acquiring any necessary licenses or certificates will be the responsibility of the hirer. Applications are available from the venue on request.
40. The hirer must ensure that noise levels do not exceed limits as per Tauranga City Council's District Plan (45DBA). However, in the event the noise is deemed a "nuisance" and Council receives two or more complaints from the public, a visit from an Enforcement Officer may result in an infringement. If the "nuisance" persists, Enforcement Officers have the right to confiscate sound equipment. Hire fees will not be refunded if the booking cannot proceed due to a noise complaint.

### Security

41. All hirers making bookings outside of business hours will be responsible for the security of the building. The hirer will have access to alarm codes (where applicable) and property keys. All alarm codes and property keys will be given out prior to the booking (where necessary). Keys and alarm codes must remain with the nominated point of contact and kept secure at all times. In the event keys are lost or stolen, management must be notified immediately and any cost incurred for replacing the key and/or locks will be charged to the hirer.
42. Where deemed necessary, the hirer will be required to provide security services for crowd control purposes.
43. Hirers shall enter on the times and only those areas within the venue stated on the hire application form. If a hirer causes alarm activation, that hirer will be charged an additional \$100 to cover security guard callouts.
44. Any charges incurred due to activation of fire alarms will be paid by the hirer, if the activation is found to be a false activation. The standard false alarm call out charge is \$1,150 plus GST.

### Health & Safety

45. **Please disclose any high risk medical conditions to the Venue Manager prior to your planned visit.**
46. **The nominated point of contact that is responsible for the group must familiarize themselves with the relevant Potential Hazards for Users for each venue that is accessed.** The aforementioned person is also required to take all practical steps to ensure their safety and well-being, and that of anyone else in their group, while accessing our venues.
47. **When a venue staff member is not present, it is the hirer's responsibility to ensure a Fire Warden and/or Floor Supervisor is appointed. These people must be familiar with and abide by the specific health and safety requirements of the venue including the evacuation plan, and be competent to action if the need arises.** Management will inform hirers as to the required number of Fire Wardens required.
48. All exit ways must be kept clear and visible at all times.

**This booking is not confirmed unless the hiring party signs this Terms & Conditions of Hire and returns it to Bay Venues.**

**\*Signed:**

Enter you Name Here

**Date:**

Please select a Date

**(Print Name Here)**

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## ARATAKI COMMUNITY CENTRE Potential Hazard Identification for Users

Identified Hazard	Potential Harm	Controls Proposed
Slip on spillages on centre floor	Sprain, broken bones	Signage to be used to indicate to the public when the floor is wet Staff to check and monitor area for spillages when centre is in use.
Patron trips on cord or mat	Bleeding, broken bones	Any carpet tiles/mat or cords that has a turned edge to be taped down
Players/children colliding with each other while playing	Concussion, broken bones, bruising	Officials/facilitator/supervisors to enforce rules and ensure there is no over vigorous play
Balls being thrown around in inside the building	User injury or damage to equipment	Staff to educate organisers of user groups to inform participants to hold balls while inside the centre. Staff and user group organisers to monitor
Extreme temperatures in rooms	Moderate discomfort or fainting/heat stroke	Service person notified immediately if there is air conditioning problems. Group moved to alternate room. Air conditioning and windows open prior to bookings
Discomfort caused by excessive noise	Moderate discomfort	Noise of music to be monitored at all times and must be at a level where a conversation can be carried out easily. Any equipment used is within allowable decibel levels.
Injury caused by accessing cleaning equipment or chemicals	Serious injury	Cleaning cupboard is set to be permanently locked and only staff has access to this area. This must be monitored by staff to ensure it is closed at all times.
Kitchen appliance use Hot water / oven / toaster / jug / microwave/pie warmer	Serious burn	Adults only to use kitchen appliances. Only booked users permitted in the kitchen. Unsupervised children not permitted in the kitchen.
Gear falling on person in Facility Store Room	Serious Injury, Concussion, Broken Bones, Bruising	All users to be aware of potential risks in store room. Heavy gear is not to be stored on top of cupboards. Children under 13 years of age are not permitted to be in the store room.
Injury caused by gear falling from Chair or Table Trolleys	Serious Injury, Concussion, Broken Bones, Bruising	All users of table or chair equipment to be shown how to use by staff member. No chairs to be stacked higher than 12 chairs. No Tables to be stacked horizontally on trolley. Children under 13 years of age are not permitted to operate equipment.

**\*Signed:**

Enter you Name Here

**Date:**

Please select a Date

**(Print Name Here)**

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