



## Kaipātiki Project EcoHub Hire Agreement

Kaipātiki Project EcoHub is located at 17 Lauderdale Road, Birkdale, Auckland. Our EcoHub is available for hire on weekday evenings 6pm – 9pm and weekends 9am – 6pm. Please allow one hour each side of your event time for set up and clean up. Please read, sign, and return this agreement to confirm your booking.

Booking Dates:			
Time (includes set-up, cleaning and lock-up):	Start time:	End time:	Total hours:
Organisation:			
Main Contact:			
Postal Address:			
Contact Number:			
Email:			
Number of attendees:			

### Hire Fees

Community Groups	\$25 /hr + GST
Non-Community Groups	\$60 /hr + GST
Cleaning Fee (applies for bookings for over four hours)	\$50 + GST
Bond	\$100

Bank account for the bond refund:

\_\_\_\_\_

Optional Donation (no GST) \$ \_\_\_\_\_

**Total Hire Fee** \$ \_\_\_\_\_

If your organisation is able to consider a greater contribution, we invite you to consider a donation above your hireage rate that enables us to maintain our green building to a high standard.



## Access and Fees

### Access

Key pick-up to be arranged with Natahma Judd ([ecohub@kaipatiki.org.nz](mailto:ecohub@kaipatiki.org.nz)) one week prior of the booking. This will include a walk-through of the venue procedures. Further details for access and use of amenities are provided via email and in person.

### Payment and Bond

The hire fees and bond will be invoiced once this agreement is signed and must be settled seven days before the booking date.

### Cancellation

Full refunds will be given where cancellation is notified seven days prior to the booking.

If the hirer does not provide a cancellation notice, or the notice period is less than seven days, an admin fee to the equivalent of one hour's rental will be charged to the hirer.

## General EcoHub Terms and Conditions

### Car Parking

There is one car park available outside the building for loading and unloading and one car park for wheelchair access. All other cars are to be parked on the road. The EcoHub can also be accessed from a right of way between 58 and 62 Eskdale Road. Cars can also be parked on Eskdale Road near this entrance.

### Cleaning and Rubbish

Basic cleaning supplies will be provided by Kaipātiki Project. It is the responsibility of each hirer to leave the venue clean and tidy, including the toilets. This includes:

- Wiping down all tables you have used, including the kitchen bench
- Moving furniture back to where and how you found it, unless otherwise agreed
- Sweeping or mopping the floors if there have been spills
- Rinse all cups and plates thoroughly and place them in the plastic box provided

Each hirer is responsible for setting up and tidying away all equipment and furniture. Please report any damages/breakages to Kaipātiki Project via email ([admin@kaipatiki.org.nz](mailto:admin@kaipatiki.org.nz)) and attach photos if possible.

If the hirer's cleaning is deemed inadequate Kaipātiki Project reserves the right to charge hirers an additional cleaning fee.

### Smoking and Alcohol

The Kaipātiki Project EcoHub is a smoke/vape/drug and alcohol-free area. This includes all outdoor areas. No persons are to smoke, vape, use any type of drugs, or drink alcohol inside the Kaipātiki Project EcoHub or in the surrounding grounds.



**Kaipātiki Project**  
share in nature's revival

### **Additional Costs**

Kaipātiki Project has the right to charge the hirer for all additional costs incurred, including but not limited to the following:

- Repair for damage to the premises or furniture or equipment
- Tidying away of furniture
- Staying beyond the contracted time or arriving earlier than the contracted time
- Leaving rubbish on the premises
- Additional cleaning required to return the venue to the state provided
- Unauthorised removal of Kaipātiki Project furniture, equipment of other property.

### **Do Not Attach Anything to the EcoHub Building**

Under no circumstances may any decorations, posters, pictures, etc. be attached to any part of the building without the prior approval of Kaipātiki Project staff.

### **Loss or Damage**

Kaipātiki Project accepts NO responsibility for any loss or damage of any property of the hirer or any guest or participant with the hirer.

### **Lost Property**

Kaipātiki Project holds all lost property in the office for two weeks, after which we reserve the right to dispose of any items unclaimed.

## **Health & Safety Terms and Conditions**

**All hirers of the venue are responsible for the health and safety of all people attending their activity or event.**

- Venue hirers must outline the evacuation procedure, point out emergency exits and the assembly point to all event attendees at the beginning of their event.
- No hazardous items are to be brought into the buildings, e.g., candles, matches or lighters.
- Please keep all fire exits free from all equipment and furniture, cords and leads so that if an evacuation is necessary, it can proceed smoothly.

Evacuation, access to toilets and rubbish procedures will be covered at the time of key pick-up.

### **Supervision of Children**

The Kaipātiki Project EcoHub is not designed for childcare purposes and there may be potential hazards present. Please ensure all children are supervised, including in bathrooms and surrounding areas both internal and external of the EcoHub.

### **Evacuation**

**In an emergency, or any other need to evacuate, our building emergency procedures must be followed.**



**MANUAL EVACUATION PROCEDURE:**

- Activate manual emergency button - located at entry door - slide the plastic cover and switch the toggle to the 'on' position
- Direct people to the **identified exits** and to the **Assembly Point**
- Help disabled people evacuate
- Safely ensure all people attending your activity have evacuated
- **Call 111 and notify them of the emergency**
- Gather all attendees in the car park by the **Assembly Point** and proceed as a group to the end of the driveway at 17 Lauderdale Road for safety.

## Closing Procedures

### Lock Up

- All windows must be closed
- All lights and heating/cooling must be turned off
- All heat pumps / AC units must be turned off
- All doors must be locked, and the alarm must be set and activated (code to be given at key pick-up)
- Please ensure you return the key to the black key box and leave the Venue Hire Procedures folder on the bookshelf outside.

**I agree to all terms and conditions of hire outlined in this Hire Agreement.**

**Signed by Hirer**

**Signed by Kaipātiki Project**

Sign: \_\_\_\_\_ Sign: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_



**Appendix**

	No Venue Hire applies	Community/Partner Venue Hire applies \$25/hr	Commercial Venue Hire applies \$60/hr	Added Value Option \$10 fee
Community Event <ul style="list-style-type: none"> <li>- Community education as part of KP programme</li> <li>- Community education representing or promoting KP</li> </ul>	Promotion to KP network (KP website and newsletter inclusion) Event setup with registrations All reporting to KP			
Collaborative Community Event <ul style="list-style-type: none"> <li>- Community education that aligns with KP values</li> <li>- Community education or events that are part of regional or network programme</li> </ul>		Promotion to KP Network (KP website and newsletter inclusion) FB co-hosting of independent event		Optional Facility to include registration process and record of participants for reporting
Independent Community event		No promotion to KP network		
Independent event for private residential or commercial use			Hired use of venue only	