

TERMS & CONDITIONS OF HIRE

These Terms & Conditions apply to all bookings made with Redhill Community Centre. By submitting a booking request online, customers agree to these conditions. For bookings made outside the online system, these Terms & Conditions will be sent via email upon confirmation and are deemed accepted unless otherwise stated.

All bookings are subject to approval by Centre Management.

PAYMENT

- One-Off Bookings: Full payment is required no later than 3 days before the booking date.
- Short-Term Bookings: Payment may be made upfront or invoiced monthly, depending on the duration and nature of the booking.
- Long-Term Bookings: Invoiced monthly via Xero, with payment due by the 20th of each month.
- Special Event Bookings: A custom quote will be provided. A deposit or bond may be required, with full payment due prior to the event.

Failure to meet payment terms may result in cancellation of bookings and recovery of costs.

EVENT RESTRICTIONS

- No hire for public meetings by a single political party.
- Private political functions are allowed, provided there is no public affiliation with the Centre.
- Multi-party forums and "meet the candidates" events are welcome.
- No public hire for weddings, funerals, or religious services / activities. These may be arranged in discussion with the Papakura Wesleyan Church Pastor.

The following are strictly prohibited during hire:

- Smoking or vaping inside the building or anywhere on Centre grounds.
- Use or possession of illicit substances.
- Alcohol consumption.
- Weddings, funerals, or religious ceremonies (unless church-managed).
- Illegal or hazardous activities.

NOISE & QUIET HOURS

- Indoor events must not exceed 90 dB(A) measured at audience level.
- Quiet hours apply between 10:00 PM and 7:00 AM. During these times, noise should be minimal and respectful of surrounding properties.
- Outdoor activities should be monitored to ensure compliance with local noise regulations.

CANCELLATION

- For special events, cancellation must be made at least 7 business days prior to avoid full charges, as these events often incur significant preparation costs.
- For other activities, customer-initiated cancellation must be made at least 1 business day prior, or an administration fee will apply.
- Centre may cancel bookings due to unforeseen circumstances, operational needs, or policy breaches. Where possible, at least 3 business days' notice will be given. Hirers may be offered a refund or reschedule option.

RIGHT OF REFUSAL

Centre management may refuse or cancel bookings at their discretion.

ACCESS

- All hirers must vacate the premises by the agreed time.
- Groups approved for unsupervised access must comply with the separate Unsupervised Access Policy.
- The Centre does not provide security for unsupervised bookings.

ADDITIONAL COSTS

Charges may apply for:

- Damage to premises, furniture, or equipment
- Extra cleaning or tidying
- Early arrival or late departure
- False fire alarms (\$1,200 Fire Service fee + \$275 reset fee)
- Tidying away furniture
- Leaving rubbish on site
- Using the facility outside the contracted hours without prior approval

EQUIPMENT & CLEANING

Hirers are responsible for setting up and tidying away all equipment and furniture used during their booking. Spaces must be left as they were found.

Cleaning expectations:

- Wipe down all tables and surfaces, especially where food and drink have been consumed.
- Sweep, mop, or vacuum as required.
- Remove all rubbish from the premises.
- Wash any dishes used in the commercial dishwasher.

Equipment use:

- Furniture and cleaning supplies provided by the Centre may be used.
- All other Centre-owned equipment and supplies is not to be used unless explicitly approved in writing.

Reporting:

- Any damage or breakages must be reported to the Centre office.

Decorations:

- No decorations, posters, or items may be attached to walls or surfaces without prior approval from Centre staff.

Cleaning supplies:

- Basic cleaning equipment is available and must be returned after use.

LIGHTING & HEATING

All lights and heat pumps must be turned off after use.

PARKING

Limited parking is available onsite and on the street.

SMOKING / DRUGS / ALCOHOL

- Smoke-free and drug-free property.
- Alcohol is prohibited unless specifically approved by Papakura Community Trust.

HEALTH & SAFETY

- Hirers are responsible for attendees' safety.
- Fire exits must remain clear.
- Emergency procedures must be followed.
- Emergency procedures are posted on walls throughout the Centre.

NOISE

- Noise must not exceed 50 decibels.
- Hirers are liable for any fines or complaints.

BUILDING EVACUATION

In case of fire:

- Activate alarm
- Evacuate
- Assist disabled persons
- Assemble by the magnolia tree in the car park

STORAGE

No equipment may be stored without written approval.

LOSS OR DAMAGE

Redhill Community Centre is not responsible for loss or damage to hirer property.

RIGHT OF ENTRY

Centre staff, nominated trustees, or approved volunteers have the right of entry at any time during a hire period.

LOST PROPERTY

Held for one month in the kitchen.

SUPERVISION OF MINORS

Children must be actively supervised by a responsible adult at all times.

USE OF ROCKWALL

The rockwall is out of bounds unless specifically hired and supervised under approved conditions.

ROOMS NOT HIRED

Hirers must only use the rooms they have booked. Access to other rooms is not permitted without prior approval.

EMERGENCY CONTACTS

- Ashan Rodrigo – 021 0818 4394 (emergency only)
- Email: ashan.rodrido@wesleyan.nz or info@redhill.org.nz