

PROP1.1 ROOM HIRE CONDITIONS, PRICELIST & AGREEMENT
ALL ROOM USERS PLEASE READ AND COMPLY

These conditions are to be used in conjunction with the Far North REAP PROP1. Room Hire Policy.

The following conditions are to ensure the rooms are kept in good order. All room hirers **must** sign the agreement section on the last page of this document and understand the conditions of room hire before use. Far North REAP reserve the right to refuse bookings from those who do not respect the conditions outlined below.

When booking a room:

1. Please give exact times and dates, including setting up time. It is important to keep to these times to avoid an overlap of bookings.
2. Inform your visitors to the centre about the essential details of your gathering as Far North REAP would prefer not to receive enquiries.
3. Book any equipment or supplies you need (internet access, TV/DVD) prior to use.
4. If you are a first time room hirer you may be asked to provide identification and payment prior to use.

**CANCELLATIONS - NO PRIOR NOTICE OF CANCELLATION FEE IS HALF THE COST OF THE ROOM HIRE RATE.
FIVE WORKING DAYS MUST BE GIVEN FOR ALL CANCELLATIONS.**

Please:

1. Collect the key and alarm instructions during office hours from Far North REAP (8.30am – 4.30pm) and deposit key in the key return box upon departure.
2. Supply your own refreshments (e.g. tea, coffee, sugar, milk) where possible. Far North REAP charges \$2.00 per cup otherwise.
3. Respect equipment and displays.
4. Wash, dry and put away all cups, glasses, plates and cutlery. Notify any breakages or repairs needed – we will discuss any reimbursement charges with you. The kitchen must be left clean and tidy. Weekend users will be required to vacuum if necessary and a vacuum cleaner is provided by Far North REAP (located in the cleaning cupboard).
5. Do not put blu-tack, drawing pins or sellotape on walls. A display board is provided in each room. Two wall mounted paper holders are provided in the Kauri Room.
6. Respect our smoke free policy. Far North REAP premises is smoke free including all buildings, grounds and vehicles owned or occupied by Far North REAP.
7. Take note that alcohol can only be consumed on the premises with prior written permission from the Far North REAP Chief Executive or Board Chair.
8. Leave the room exactly as you found it. A surcharge will be added if it is not, of half the cost of the room hire rate.
9. Upon leaving turn off all electrical equipment, including air conditioning units, fans and lights. Securely lock all doors and windows and set the alarm. A minimum-security call out charge will apply if this is not done of \$50.00 plus GST.
10. Bear in mind that whereas all care will be taken Far North REAP does not accept responsibility for any items left by the hirer on the premises.
11. Be aware that any breakage/damage to Far North REAP property is the responsibility of the hirer.
12. Remember in an emergency it is your responsibility to account for all persons on the Far North REAP premises attending your event and to report to the fire warden once assembled in the designated area (Puckey Avenue carpark, sign on power pole at front right of building).
13. Ensure all of your participants are aware of Far North REAP's evacuation procedures, which are stated on the evacuation notice located on the wall in the room you are hiring.

PLEASE SEE OVER PAGE FOR A LIST OF FAR NORTH REAP PRICES

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Far North REAP Room, Equipment and Centre Support Services Price List

Room Hire	Public
Kauri Room	\$70.00 per ½ day
Kauri Room	\$130.00 per full day
Rata Room	\$30.00 per ½ day
Rata Room	\$50.00 per full day
Seminar Room	\$40.00 per ½ day
Seminar Room	\$80.00 per full day
No prior notice of cancellation fee	½ the cost of room hire
Clean up fee	½ the cost of room hire
Internet Access	
Free with room hire	No Charge

Conference Phone (ICT cupboard)	\$20.00 per ½ day
Conference Phone (ICT cupboard)	\$40.00 full day

Equipment Hire	
Datashow Portable Projector	\$20.00 per ½ day <i>(with room hire ONLY)</i>
Datashow Portable Projector	\$40.00 per day <i>(with room hire ONLY)</i>
Projection Screen (Staff only storeroom)	\$15.00 per day
Whiteboard – small (Staff only storeroom)	\$10.00 per day

Driver Education	
1 hour Driving Lesson	\$50.00
5 x 1 hour Driving Lessons	\$230.00
Car Hire ½ hour for Restricted test	\$25.00
Car Hire ½ hour for Full test	\$35.00
1 hour assessment with Driving Educator (own car)	\$35.00

Word Processing Service	\$20.00 per hour
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Scanning Service	
A4 scan & email or copy to pen drive	\$1.00 per page
A3 scan & email or copy to pen drive	\$1.50 per page

Photocopying	Public
A4 s/s	.20
A4 d/s	.40
A3 s/s	.40
A3 d/s	.60
A4 B & W Student Printing	.20
Colour Copying	
A4 s/s	\$2.00
A3 s/s	\$3.00
A4 d/s	\$3.00
A3 d/s	\$4.00
Envelopes	
A4 Envelope	.30
Ordinary envelope	.20
Postage Paid	.70
Binding	
Spiral Binding	\$2.00
Clear Plastic cover	\$2.00
Black Backing paper	.50
Laminating	
A5 paper	\$1.50
A4 paper	\$2.00
A3 paper	\$3.00
Faxing	
National - sending	\$2.00 1 st page; \$0.50 per page thereafter
National - receiving	\$0.50 per page
International - sending	\$3.00 1 st page; \$0.50 per page thereafter
International - receiving	\$0.50 per page

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ROOM HIRE AGREEMENT

I/We have read the Far North REAP Room Hire conditions and agree to abide by them.
Organisation name:
Contact person name:
Contact phone number:
Mobile phone number:
Email address:
Postal address:
Line 2:
Signature:

FOR OFFICE USE ONLY

Far North REAP Employee Details		
Name:		
Position:		
Signature:		
Date:		
Room Hirers User Database		
Entered <input checked="" type="checkbox"/> <input type="checkbox"/>	Date:	Staff initial:

Adopted by Far North REAP Management Team & Employees:	Date adopted: 19.6.15
Chief Executive Signature: IS	Review date: 19.6.18
Responsibility for initiating the review:	Executive Assistant