

PROP1.1 ROOM HIRE CONDITIONS, PRICELIST & AGREEMENT

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 set up/pack 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 prior to use.
4. If you are a first time room hirer you may be asked to provide identification and payment prior to use.
5. Cancellations. If no prior notice is given, we will charge half the cost of the room hire rate. Five working days' notice must be given for all cancellations.

Please:

1. Collect the key and alarm instructions during office hours from Far North REAP (8.30am – 4.15pm) and deposit key in the key return box upon departure.
2. Tea, coffee, sugar are available in each kitchen, you will need to supply your own milk.
3. Notify any breakages or repairs needed. Weekend users will be required to vacuum if necessary (a vacuum cleaner is provided). Leave the room exactly as you found it. A surcharge will be added if it is not, at half the cost of the room hire rate.
4. Far North REAP premises and surrounds are smoke free.
5. 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 + GST.
6. Far North REAP does not accept responsibility for any items left by the hirer on the premises.
7. Any breakages/damages to Far North REAP property is the responsibility of the hirer.
8. Make sure all 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.
9. 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).
10. Alcohol can only be consumed on the premises with prior written permission from the Far North REAP Chief Executive or Board Chair.
11. Reduce, Re-use, and Recycle. All room users are expected to take their rubbish/landfill with them. Reduce item usage in the first instance, re-use products in order to reduce landfill waste and recycle where possible. Please make use of the pig buckets and recycling bins (clean items only) as provided in every kitchen. No meat or seafood scraps are to be left behind.

Please note Kauri, Nikau and Rata Rooms have shared kitchen facilities. You may be sharing the kitchen with other room hire users.

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


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ALL ROOM USERS PLEASE READ AND COMPLY

Room Hire	Prices (public) + GST
Kauri Room	\$90.00 per ½ day / \$150.00 per full day
Kukupu Room / Tui Room	\$60.00 per ½ day / \$100.00 per full day
Nikau Room / Rata Room	\$50.00 per ½ day / \$70.00 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	No charge – see reception for password
Driver Education	
Driving lesson and assessment with Driving Educator (own car or REAP car)	\$50.00
Scanning Service	
Scan & email or copy to pen drive	\$2.00
Road code (car, truck, motorbike)	\$25.50 per book
ID photo for DL26 (licence photo ID form)	\$5.00
Photocopying (black and white)	
A4 single side	30c
A4 double side	50c
A3 single side	50c
A3 double side	70c
Photocopying (colour)	
A4 single side	\$2.00
A4 double side	\$3.00
A3 single side	\$3.00
A3 double side	\$4.00
Binding	
Spiral bind	\$3.00
Black backing paper	\$1.00

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ALL ROOM USERS PLEASE READ AND COMPLY
ROOM HIRE AGREEMENT

I/We have read the Far North REAP Room Hire conditions and agree to abide by them.
Organisation name:
Authorised Contact person name & keyholder:
Daytime phone number:
Email address:
Postal address:
Physical address:
Reason for room use:
Signature (name of signatory):

FOR OFFICE USE ONLY		
Far North REAP Employee Details		
Name and position:		
Signature:		
Date:		
Room Hirers User Database		
Entered <input checked="" type="checkbox"/> <input type="checkbox"/>	Date:	Staff initial:

Adopted by Far North REAP Leadership Team & Employees:	Date adopted: 05.12.19
Chief Executive Signature: 	Review date: 05.12.22
Responsibility for initiating the review:	Community Support & HR Manager