**Name of Hirer:**

**Company Name:**

**Address:**

**Tel No: Mobile No:**

**Email Address**

**Licence to Occupy Paraparaumu Bridge Club Rooms at 1 Brett Ambler Way, Paraparaumu**

**Conditions of Hire:**

1. The Paraparaumu Bridge Inc. (the club) licences ( ) to use the Club rooms as set out in the Schedule/s ( ) on the ( day of year ) between the hours of and
2. The rental is ( ) and is to be paid two weeks in advance to the Treasurer at Box 1605 Paraparaumu Beach.
3. The Hirer should be aware that any claims on the Club’s insurance that are shown to result from the negligence **or breach of contract** of the Hirer may result in our insurance company seeking redress from the Hirer. Our Insurance broker recommends that the Hirer holds Public Liability insurance for at least $2,000,000 (two million).
4. Smoking is not permitted in any part of the building or within the close proximity of the building.
5. The hirer will leave the premises clean, tidy and secure as follows;
* Kitchen: All dishes and cutlery that has been used: washed, dried and returned to original position. Oven, tea and coffee machine turned off. All surfaces wiped clean. Chairs and tables returned to their original position.
* All bridge tables and chairs must line up with the North, South and East West blue spots on to the walls in the bridge playing area.
* Toilets left clean and tidy.
* All windows closed
* All rubbish removed
* Lock and alarm the clubrooms on leaving.
1. The hirer agrees to be responsible for any damage caused during or as a result of the hireage.
2. This licence takes effect when signed by both parties.
3. This licence is for the named hirer only and is not transferrable to any other person or party or hirer.
4. The name of the key holder is ( ).
5. Either party may terminate this agreement giving one month’s notice in writing to the other party at their address above.

SIGNED on behalf of Hirer: Date.

SIGNED on behalf of Paraparaumu Bridge Club: Date.

*State position – President, Secretary etc. and contact details*

**SCHEDULE 1. Conditions of Hire**

By order of the KCDC the club premises must be vacated by 2300 hrs and noise levels must be limited. A $500 bond must be lodged with the club by any hirer who is not a financial member of the club.

**Who may hire:**

* Financial members of the Paraparaumu Bridge Club may make a request to the committee to use the rooms for social occasions or commercial purposes.
* Sponsors and others (the general public) may also make a request to the committee to use the above facilities for social occasions and commercial purposes.

**Financial Members should receive a preferential rate if booking for a personal/social (non commercial) reason.**

**Priority for requests:**

1. Club members social occasions
2. Club members commercial purposes
3. Sponsors
4. Others

**I think the only practical priority system is first come first served! The above would only be useful in the case of simultaneous bookings as we would not want to cancel a commercial booking once accepted . Once we bank a booking deposit it is a done deal!**

**Rent:**

The committee will set the rent to be paid if the request is approved, this will be based on facilities required e.g.: all of club rooms, just supper room, kitchen, tea and coffee supplied etc. number of people expected and the length of time the rooms are required. With sponsors the committee may grant from time to time gratuitous use if the sponsorship contribution to the club is considered to warrant it.

**SCHEDULE 2. Area of Premises to be used**

*e.g*. Use of Supper room and Toilets as highlighted in Schedule 4.

**SCHEDULE 3. Rental charges.**

The use of the toilets etc. is included in the ‘Rental charges’ recorded in the table below:

|  |  |  |
| --- | --- | --- |
| Main Room exc. Kitchen | ½ day (up to 4 hours) | $60:00 +GST  |
|  | 1 day (over 4 hours) | $120:00 +GST  |
| Supper room inc. Kitchen | ½ day (up to 4 hours) | $50:00 + GST  |
|  | 1 day (over 4 hours) | $100:00 +GST  |
| Both Rooms inc. Kitchen | ½ day (up to 4 hours) | $100:00 +GST |
|  | 1 day (over 4 hours) | $200:00 +GST |
| Bond (Non-Financial members) |  | $500:00 |
|  |  |  |

**SCHEDULE 3. Plan of Building**

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