

REAP HOUSE – VENUE HIRE

CONDITIONS OF HIRE

All hirers and users of REAP House must leave the property as it is found and the following rules must be adhered to at all times:-

1. BOOKINGS

- (a) Venue availability can be checked by phoning reception (06) 377 1379 . A booking form must be completed (available on website) & returned to reception. An email will be sent to confirm.

2. PAYMENT OF HIRE CHARGES:

- (a) Hirers will be invoiced for the total hire following the hire period, if not already paid.

3. CANCELLATION POLICY:

- (a) We reserve the right to apply the following cancellation policy to any confirmed booking:
- (b) Cancellations should be advised as soon as possible.
- (c) Less than one (1) working days notice of cancellation will incur a charge for the full amount of the hireage quoted.
- (d) Less than two (2) working days notice of cancellation will incur a charge for 50% of the hireage quoted.
- (e) Less than five (5) but more than two (2) working days notice of cancellation will incur a charge for 25% of the hireage quoted.

4. PREPARATION CLEANING & DISMANTLING:

- (a) Hirers will be responsible for all preparation, dismantling and cleaning of the facilities in respect of their respective useage, unless otherwise arranged with the Property Officer.
- (b) Wairarapa REAP reserves the right to charge a fee for any assistance given by the Property Officer or any other such designated person in respect of preparation, cleaning and dismantling.

5. UNCLEANLINESS & DAMAGE

- (a) The rooms, kitchen and toilet facilities must be left in a clean and tidy condition, including running the dishwasher wash cycle when applicable.
- (b) Do not use Blu-tak, nails, tacks, adhesive tape, etc. on any of the walls – there are notice boards available for this purpose.
- (c) All damage must be reported to Wairarapa REAP as soon as practicable. The hirer shall be liable for any damage, unless fault is otherwise proven.
- (d) Wairarapa REAP reserves the right to charge a fee for extra cleaning required if the room(s) are left in a dirty condition and the fee will be based on labour charges and materials involved.

6. SUB-LETTING:

- (a) The hirer shall not sub-let without consent of Wairarapa REAP. This includes invitation to any other parties to partake of the facilities during the hire period.

7. AFTER HOURS USE:

- (a) The key may be left in the key slot beside the Main Entrance door, or returned to the office as soon as possible during office hours (8am to 5pm Monday to Friday).
- (b) The last person to leave the building is responsible for setting the alarm, located near the front exit. Instructions for setting the alarm are displayed in this area.
- (c) If the alarm is activated during the period of hire and results in a callout to our security firm, the callout fee may be charged to the users responsible.
- (d) A copy of the *After Hours Lock Up Procedure* will be provided and must be read and all instructions followed.
- (e) A copy of the *After Hours Fire and Evacuation Procedure* will be provided and must be read. The hirer must ensure that all attendees are aware of the evacuation procedures.

8. RIGHTS OF WAIRARAPA REAP:

- (a) The Property Officer and any other such designated person shall have access at all times during a hire period.
- (c) Wairarapa REAP reserves the right of entry at any time during any engagement for the purposes of supervision.
- (d) Wairarapa REAP reserves the right to alter any charge or condition without notice and the decision of the Property Officer about the type of hire for the purpose of charges is final.
- (e) Wairarapa REAP reserves the right to refuse any booking.

9. PRIORITY OF BOOKINGS

- (a) The Property Officer shall have the right to determine the priority of booking requests.

10. BOOKINGS NOT PROVIDED FOR:

- (a) Any booking not covered in the *Schedule of Charges* will be subject to arrangement.

11. TABLES, CHAIRS AND OTHER EQUIPMENT

- (a) All rooms contain tables, chairs, and a whiteboard. All of this equipment is available to hirers free of charge.
- (b) Other resources are available for hire and include iMac laptops and a datashow (see *Schedule of Charges*).
- (c) An internet connection can be arranged for an additional charge (see *Schedule of Charges*).

12. KITCHEN FACILITIES

- (a) There is a kitchen area with a stove, fridge and hot water boiling unit. Crockery including plates, jugs, cups and glasses, and utensils, are available for use free of charge. Provision of all other kitchen appliances and equipment that may be required, are the responsibility of the hirer.
- (b) Consumables including tea, coffee, milk and sugar are available for an additional charge (see *Schedule of Charges*).

13. CATERING

- (a) Wairarapa REAP does not provide any catering for food requirements. The UCOL campus caterer, **Bec@thetech**, can provide reasonably priced and well presented food to meet most requirements. Contact work phone 0274 522 112 Becky Hardgrave. **The Cafe** is closed during school holidays.

14. GENERAL:

- (a) Keys must be collected from REAP House during office hours 8am – 5pm Monday – Thursday, 8am – 4 pm on Fridays and returned within 24 hours of completing the hire period.
- (b) **Note there is a \$50.00 call out fee to issue keys outside these hours**
- (c) The room/s will be opened at the commencement of the hire period. Any faults of any description within the room/s must be referred to the Property Officer or other such designated person as soon as possible.
- (d) REAP House is a smoke and alcohol free area. This includes all immediate surrounding grounds including the covered paved area at the rear of the building.
- (e) The adjacent UCOL buildings and grounds must not be used for any activity.
- (f) Furniture or equipment must not be moved between rooms.
- (g) Hirers are requested to read the *Fire and Evacuation Procedure* and signs displayed at the exits. The hirer must ensure that all attendees are aware of the evacuation procedures.
- (h) All insurance is the responsibility of the hirer. Wairarapa REAP accepts no liability or responsibility for death or illness, injury or accident to or financial loss by any person attending for this hireage.
- (i) Any employee of Wairarapa REAP, on production of an authorised warrant and whilst on REAP business, may enter in or upon the property at any time.
- (j) Hirers must comply with any request made by the Property Officer at any time in regard to the control of the use of the rooms or the conduct of any person.
- (k) It is the responsibility of the hirer to contact the Property Officer as early as possible before the period of hire, if any special instructions or requests are to be given.

REAP HOUSE

There are two rooms available for hire:

Rangitūmau seats 60 max
Pukeatua seats 20 max

SCHEDULE OF CHARGES

Schools and Early Childhood Groups

Per session (multiples of 3 hours) \$ 45.00
Per hour \$ 17.50

Community Groups

Per session (multiples of 3 hours) \$ 45.00
Per hour \$ 17.50

Commercial Groups and Tertiary Providers

Per session (multiples of 3 hours) \$ 75.00
Per hour \$ 27.50

Equipment Hire

Internet Connection, per group, 1/2 day \$ 10.00
Data Projector x 1, laptop x 1, speakers and cords x 1 (set only), per day \$ 100.00
Data Projector, per day \$ 75.00
Data Projector, per 1/2 day \$ 40.00
Laptop, per day \$ 25.00
Laptop, set of 4 or more, each per day up to 7 consecutive days \$ 15.00
Laptop, set of 4 or more, each per day for more than 7 consecutive days \$ 10.00

Consumables (tea, coffee, milk, sugar)

Less than 10 people \$ 5.00
11 to 20 people \$ 10.00
21 or more people \$ 20.00

Photocopying

A4 black and white, per copy .10 cents
A3 black and white, per copy .20 cents
A4 colour, per copy .50 cents
A3 colour, per copy \$ 1.00

ALL PRICES INCLUDE GST.

| Contacts | Name | Number |
|------------------|--------------------|---------------|
| Property Officer | Karen Stevens | (06) 377 1379 |
| Bookings | Anita Coote | (06) 377 1379 |
| Emergency | Peter McNeur (A/H) | 027 222 7690 |
| Damage & Faults | Peter McNeur (A/H) | 027 222 7690 |

PLEASE NOTE:

IT IS THE RESPONSIBILITY OF THE HIRER TO ENSURE THAT THE NUMBER OF PERSONS IN THE ROOM AT ANY ONE TIME DOES NOT EXCEED THE MAXIMUM NUMBERS STATED ABOVE.

There will be a call-out fee of \$50.00 to issue a key out of hours.

WHEELCHAIR ACCESS AND TOILET FACILITIES



REAP HOUSE IS A SMOKE FREE BUILDING



REAP Wairarapa

REAP House 340 Queen St
Hire Terms and Conditions

Reap House 340 Queen Street Masterton, P.O. Box 442 Masterton 5840,
www.waireap.org.nz, Ph 06 377 1379, 0800WAIREAP