

RANGIWHAKAOMA EDUCATION CENTRE

CONDITIONS OF HIRE

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

1. **DEPOSIT:**
 - (a) A deposit of \$25.00 may be requested for any booking.
 - (b) Dates may be pencilled in, but bookings must be confirmed not less than two weeks before the date required.
 - (c) Deposits will be refunded in case of cancellations minus \$5 booking fee if the bookings are cancelled with two or more weeks notice.
 - (d) Deposits will be forfeited if less than two weeks notice is given.
2. **PAYMENT OF HIRE CHARGES:**
 - (a) Hirers will be invoiced for the difference between the deposit and total hire, following the hire period.
3. **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) All rubbish must be taken away from the property and disposed of at a licensed landfill.
 - (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.
4. **UNCLEANLINESS & DAMAGE**
 - (a) If the rooms, kitchen and ablutions are not left in a clean and tidy condition, the deposit becomes a penalty, and not part payment of the hire charge.
 - (b) It is expressly forbidden to use nails, tacks, adhesive tape, etc. on any of the walls – there are notice boards available for this purpose.
 - (c) Sandy and/or wet footwear and clothing should not be worn inside the building.
 - (d) 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.
 - (e) Any problems with the water or power supply must be reported to Wairarapa REAP as soon as practicable, to ensure effective resolution of any problems.
 - (f) Wairarapa REAP reserves the right to charge a fee for extra cleaning required when the building(s) are left in a dirty condition and the fee will be based on labour charges and materials involved.
5. **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.
6. **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.
7. **PRIORITY OF BOOKINGS**
 - (a) The Property Officer shall have the right to determine the priority of booking requests.
8. **BOOKINGS NOT PROVIDED FOR:**
 - (a) Any booking not covered in the Scale of Charges will be subject to arrangement.
9. **TABLES AND CHAIRS**
 - (a) Eight foldaway trestle tables and twenty five chairs are available to hirers of the Centre at no additional charge.
10. **OTHER EQUIPMENT**
 - a) There is a small kitchen area with a bench top stove and fridge. Provision of all other kitchen appliances, crockery and utensils that may be required, are the responsibility of the hirer.
11. **GENERAL:**
 - (a) The Centre will be opened by arrangement at the commencement of the hire period. Any faults of any description within the Centre must be referred to the Property Officer or other such designated person.
 - (b) Keys must be collected from REAP House during office hours (8am to 5pm) and returned within two working days of completing the hireage.
 - (c) The Centre is a smoke and alcohol free area.
 - (d) The school house and immediate surrounding grounds are strictly out of bounds.
 - (e) The large playing field is able to be used for activites, but must NOT be used as a camping site.
 - (f) The swimming pool area is strictly out of bounds (this area is fenced and locked).
 - (g) The adjacent Castlepoint Holiday Park and Motels facilities and grounds must NOT be used for any activity.
 - (h) The Centre must NOT be used for accommodation/sleeping purposes.
 - (i) Hirers of the Centre are requested to read the Fire and Evacuation Plan signs displayed at the exits. The hirer must ensure that all attendees are aware of the evacuation procedures.
 - (j) 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.
 - (k) 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.
 - (l) Hirers must comply with any request made by the Property Officer at any time in regard to the control of the use of the Centre or the conduct of any person.
 - (m) It is the responsibility of the hirer to see the Property Officer as early as possible before the period of hire, if any special instructions or requests are to be given.

RANGIWHAKAOMA EDUCATION CENTRE

SCHEDULE OF CHARGES

Schools and Early Childhood Centres

Day Base (per child, minimum charge applies)	\$ 1.00
Classroom (all day)	\$ 75.00
Classroom (half day, morning or afternoon)	\$ 50.00
Minimum Charge	\$ 50.00

Community Groups

Day Base	\$ 50.00
Meetings	\$ 30.00
Activity/Function Base (all day)	\$ 75.00
Activity/Function Base (half day, morning or afternoon)	\$ 50.00
Activity/Function Base (evenings)	\$ 50.00

Deposit (all groups) \$ 25.00

All prices include use of limited kitchen facilities, foldaway tables and chairs.

ALL PRICES INCLUDE GST.

Contacts	Name	Number
Bookings	Anita Coote	(06) 377 1379
	Karen Stevens	(06) 377 1379
Emergency	Karen Stevens	(06) 377 1379
	Peter McNeur (A/H)	027 222 7690
Damage & Faults	Karen Stevens	(06) 377 1379
	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 CENTRE AT ANY ONE TIME DOES NOT EXCEED 50.

WHEELCHAIR ACCESS AND TOILET FACILITIES



THE RANGIWHAKAOMA EDUCATION CENTRE IS A SMOKE FREE BUILDING



Wairarapa REAP
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