

Schools, Early Childhood and Community Groups	
Per hour	\$20.00
Per session (multiples of 3 hours)	\$55.00
Full Day hire	\$100
Commercial Groups and Tertiary Providers	
Per hour	\$30.00
Per session (multiples of 3 hours)	\$80.00
Full Day hire	\$150.00
Consumables (tea, coffee, milk, sugar)	
Up to 10 people	\$10.00
11-20 people	\$20.00

Hireage is free for government agencies

- Wifi Included
- Smart TV available for presentations in large room
- Private rooms available for meetings
- One on one video conference terminals available by request

Room 1:

A meeting room for up to 6 people. Central rectangular table great for meeting with clients around a table.

Room 2:

A private office space for maximum 4 people. Great for showing clients information and resources on a computer. Also suits video conferencing.

Room 3:

A private office space for maximum 6 people. Great for showing clients information and resources on a computer. Also suits video conferencing.

Room 4:

A big meeting space for up to 20 people. Movable tables and chairs. Note – this room is not able to be shut off (is used as a walkway to the kitchen), so not suitable for events that need privacy.



Property Officer	Karen Stevens	027 306 8518
Bookings	Hana Makin	021 612 945
Emergency	Darren Kerr	021 241 1720
Damage and Faults	Karen Stevens	027 306 8518

Heartland Services Martinborough is a smoke free building

Heartland Services Martinborough

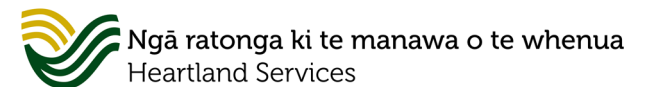
Room Hire Terms and Conditions



Opening Hours

Rooms are available for booking
Monday – Friday from 9am until 4pm.

Please ring Centre Manager Hana on
021 612 945
or email hana.makin@reapwairarapa.nz
to make a booking.



Heartland Services Martinborough Room Hire Terms and Conditions

All hirers and users of Heartland Services Martinborough 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 Hana Makin 021 612 945. A booking form must be completed (available on website) & returned to reception. An confirmation email will be sent.

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 Centre Manager.

(b) Heartland Services Martinborough reserves the right to charge a fee for any assistance given by the Centre Manager 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.

(c) All damage must be reported to Heartland Services Martinborough as soon as practicable. The hirer shall be liable for any damage, unless fault is otherwise proven.

(d) Heartland Services Martinborough 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 Heartland Services Martinborough. This includes invitation to any other parties to partake of the facilities during the hire period.

7. RIGHTS OF Heartland Services Martinborough:

(a) The Centre Manager and any other such designated person shall have access at all times during a hire period.

(c) Heartland Services Martinborough reserves the right of entry at any time during any engagement for the purposes of supervision.

(d) Heartland Services Martinborough reserves the right to alter any charge or condition without notice and the decision of the Centre Manager about the type of hire for the purpose of charges is final.

(e) Heartland Services Martinborough reserves the right to refuse any booking.

9. PRIORITY OF BOOKINGS

(a) The Centre Manager 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 and chairs. All of this equipment is available to hirers free of charge.

(b) Other resources are listed on the schedule of charges.

12. KITCHEN FACILITIES

(a) There is a kitchen area with a 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) Heartland Services Martinborough does not provide any catering for food requirements.

14. GENERAL:

(a) The room/s will be opened at the commencement of the hire period during normal business hours. Any faults of any description within the room/s must be referred to the Centre Manager or other such designated person as soon as possible.

(b) Heartland Services Martinborough is a smoke and alcohol free area. This includes all immediate surrounding grounds.

(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. Heartland Services Martinborough 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 Heartland Services Martinborough, on production of an authorised warrant and whilst on Heartland Services Martinborough business, may enter in or upon the property at any time.

(j) Hirers must comply with any request made by the Centre Manager 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 Centre Manager as early as possible before the period of hire, if any special instructions or requests are to be given.



Ngā ratonga ki te manawa o te whenua
Heartland Services

