

Masterton Trust Lands Trust Education Centre

The property address is 22 Dixon Street, Masterton, alongside Parkview Motors and the Jubilee Fire Engine Museum.

CONDITIONS OF HIRE

All hirers and users of the MTLT Education Centre must leave the property as it is found and the following conditions of hire must be followed at all times:-

1. **BOOKING:**
 - (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 period of hire following the hire period.
3. **PREPARATION, CLEANING & DISMANTLING:**
 - (a) Hirers will be responsible for all preparation and dismantling of the facilities in respect of their useage, unless otherwise arranged with the Property Officer.
 - (b) The kitchen facilities must be left in a clean and tidy condition with any used cutlery and crockery washed and put away.
 - (c) The facilities should be left in a reasonably clean and tidy condition, a vacuum cleaner is in the rear cupboard if needed.
 - (d) All consumable items provided by the hirer must be removed from the premises eg tea, coffee, sugar and milk.
 - (e) REAP Wairarapa 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 and dismantling.
4. **UNCLEANLINESS & DAMAGE**
 - (a) If the hall, kitchen and ablution areas are not left in a reasonably clean and tidy condition a penalty charge of \$25.00 may be incurred.
 - (b) Nails, Blu Tac, tacks, adhesive tape, etc. should not be used on any of the painted or vinyl wall surfaces. The coloured wall panels may be used as pinboards.
 - (c) Dirty and/or wet footwear and clothing should not be worn inside the hall.
 - (d) All damage must be reported to REAP Wairarapa 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 REAP Wairarapa as soon as practicable, to ensure effective resolution of any problems.
5. **SUB-LETTING:**
 - (a) The hirer shall not sub-let without consent of REAP Wairarapa. This includes invitation to any other parties to use the facilities during the hire period.
6. **RIGHTS OF REAP WAIRARAPA:**
 - (a) The Property Officer and any other such designated person shall have access at all times during a hire period.
 - (b) REAP Wairarapa reserves the right of entry at any time during any engagement for the purposes of supervision.

- (d) REAP Wairarapa 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) REAP Wairarapa 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:**

- (b) Any booking not covered in the Scale of Charges will be subject to arrangement.

9. **TABLES AND CHAIRS**

- (a) 12 foldaway trestle tables and 55 chairs are available to hirers of the Centre at no additional charge.

10. **OTHER EQUIPMENT**

- a) There is a small kitchen area with a fridge, dishwasher and hot water boiler. There are approximately 40 tea and coffee mugs and some teaspoons. Provision of all other kitchen appliances, crockery and utensils that may be required is the responsibility of the hirer.
- b) Provision of tea and coffee making consumables is the responsibility of the hirer.
- c) The Centre has a wall mounted projection screen and large mobile whiteboard available to hirers at no extra charge. Provision of all other equipment that may be required is the responsibility of the hirer.

11. **GENERAL:**

- (a) Keys must be collected from REAP House during office hours 8am to 5pm Monday – Thursday, 8am – 4pm on Fridays and returned within 24 hours of completing the hire period.
There is a \$50 call-out fee to issue keys outside these hours.
- (b) The Centre is a smoke and alcohol free area.
- (c) 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.
- (d) All insurance is the responsibility of the hirer. REAP Wairarapa accepts no liability or responsibility for death or illness, injury or accident to or financial loss by any person attending for this hireage.
- (e) Any employee of REAP Wairarapa, whilst on REAP business, may enter in or upon the property at any time.
- (f) 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.
- (g) 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.