

Kelvin Grove Community Centre – Casual User Agreement 2025

BOX FOR OFFICE USE ONLY		Date:		Time:
<input type="checkbox"/> Hall	<input type="checkbox"/> Back	<input type="checkbox"/> Front	<input type="checkbox"/> Wi-Fi	Paid Date:
<input type="checkbox"/> Proj	<input type="checkbox"/> Mic		<input type="checkbox"/> Xero	Invoice:
<input type="checkbox"/> Skd	<input type="checkbox"/> Xls	Rent \$	Bond \$	Bond refund:

Bookings will be confirmed by the Booking Officer only after a completed agreement is received.

Name of responsible person (Hirer)

Name of organisation

Address

Contact number Email

Date required Time (incl. set-up/pack-up) from am/pm to am/pm

Type of activity Approx. number of persons attending

Will alcoholic beverages be consumed on the premises? ☐ YES / ☐ NO (See Liquor note on page 2)

The responsible person (Hirer) must attend the function. The hall cannot be hired for birthdays for ages 16 to 25.

CHARGES FOR ROOMS and EQUIPMENT REQUIRED (tick all that apply)

- ☐ **Hall and Kitchen:** \$20 per hour (max. 150 persons)
- ☐ **Back Room:** \$20 per hour (suits up to approximately 30 persons)
- Hall and Kitchen & Back Room:** \$30 per hour: tick boxes for both.
- ☐ **Front Office/Small Meeting Room:** \$10 per hour (suits up to approximately 10 persons)
- ☐ **Laser Video Projector and Motorised Screen:** \$50 per function
- ☐ **Wireless Microphone:** \$100 bond, refunded when left in good order
- ☐ **Wi-Fi :** \$10 per function

REFUNDABLE BOND: Events finishing before 5 pm: \$100. All other events: \$200.

Bonds must be paid with your hire cost as per payment instructions. The bond will be refunded by direct credit or Stripe to match your original payment type. The refund is arranged after a satisfactory check of the hall by the Booking Officer has been completed and any keys returned. The check is usually just before you leave the hall.

PAYMENT INSTRUCTIONS: Via Stripe or direct credit at least 10 working days before your function. You will be sent an invoice showing our bank account details when your booking is confirmed. Any cancellations must be advised at least 48 hours before the booked time for a refund.

SOUND SYSTEM: The hall has a 6-speaker built-in sound system with connecting cables (no additional charge) and wired microphone (no additional charge). Wireless microphone: \$100 bond refundable when left in good condition. Units are colour-coded for correct use on the plug-in faceplate by the stage.

I AGREE TO ABIDE BY THE RULES AND CONDITIONS ON THE PAGES OF THIS AGREEMENT AND I CONFIRM I AM OVER TWENTY-ONE (21) YEARS OF AGE.

..... Date

Signature of Hirer

Rules and Conditions of Hire

1. This is an inexpensive, community 'do-it-yourself' facility, and is a smoke- and vape-free public venue.
2. For health reasons we do not provide glasses, crockery or cutlery. Please bring all these with you, as well as your own rubbish bags.
3. **All rubbish and recycling** must be removed when you leave and must not be left inside or outside the hall.
4. The premises must be left clean and tidy, inside and outside, including lobby, forecourt, footpath and street, ready for the next hirer. If the condition is deemed unsatisfactory by the Booking Officer, you will be charged the cost of commercial cleaning. Please refer to the checklist on page 3 of this agreement.
5. All functions must terminate no later than 10.30 pm (including music, dancing and consumption of alcoholic beverages), with the premises vacated by 11 pm. No function to be set up or started before 7 am. Please respect our neighbours.
6. The hall is in a residential area. Any noise complaints from local residents will result in loss of bond.
7. The Booking Officer shall have the power to close the premises if necessary.
8. Any damage to property shall be reported to the Booking Officer and made good by the person holding the function. Any costs incurred for repairs will be passed on to the hirer of the facilities.
9. Nails, tacks, pins or staples for decorative purposes or notices are FORBIDDEN, except where noticeboards are provided. No tape on the floor or stage. Masking tape or blue tack on wall is OK if removed immediately after the event.
10. Illegal activity, including gambling, is not permitted in or about the premises.
11. Please observe notices regarding kitchen appliances and the storage of cleaning equipment.
12. FIRE EXITS ARE TO BE KEPT CLEAR AT ALL TIMES.
13. No property of the Kelvin Grove Community Centre shall be removed from the centre without permission from the Booking Officer.
14. Closed Circuit Television (CCTV) may be utilised during booking times and use, to monitor our facilities, property and equipment, and to facilitate volunteer, staff and public safety.
15. Refer to **KGCC Users' Checklist** on page 3 of this agreement.

Liquor: A Liquor Licence is a legal requirement for users wishing to sell liquor on the premises. It can be obtained from the Regulatory Services Unit of Palmerston North City Council.

The Kelvin Grove Community Association manages the Kelvin Grove Community Centre (KGCC) for the Palmerston North City Council (PNCC). We also advocate for community groups, facilities, amenities and the development of Kelvin Grove to support the local community. The committee meets once month and new members are welcome.

Please feel free to contact us:

KGCC Booking Officer 027 250 9626

Bookings email kgca.bookings@gmail.com

 [@KelvinGroveCommunityAssn](https://www.facebook.com/KelvinGroveCommunityAssn)

View existing hall bookings: <https://kelvingrove.skedda.com/booking>

Tell Palmerston North City Council what you think about Kelvin Grove Community Centre on
<https://www.pncc.govt.nz/communitycentresurvey>

Kelvin Grove Community Centre USERS' CHECKLIST

You must ensure the following are complied with at the completion of your booking:

1. All doors are LOCKED. (Physical check is required.)
2. All WINDOWS are latched.
3. The mains POWER switch is left ON.
4. The heat pumps/air-conditioning units are switched OFF.
5. The cigarette containers and any rubbish, papers, etc. used outside are empty.
6. All windows and walls are wiped where necessary.
7. The hall, kitchen and toilets are to be SWEPT or MOPPED as necessary, so it is kept in prime condition for other user groups. No chewing gum or sticky spots.
8. The KITCHEN is clean and tidy, equipment is washed and returned to its proper place. This also applies to items removed from the main kitchen for use in the back room.
9. The STOVES, the cooktop elements, the ovens and the bottom warming drawers are clean and turned off at the wall.
10. Please check that the FIRE EXTINGUISHERS in the kitchen and the front foyer, and the fire hose in the back room have not been tampered with. If used, please notify the Booking Officer.
11. All RUBBISH is removed completely from the community centre. Do not put it in the public rubbish bins or leave it outside as it attracts animals. We respect our neighbours, Kaimanawa Park and the roadside area.
12. The CHAIRS are returned to the storeroom and stacked five (5) high, backs to the door, with gaps between the rows, **as per the photo on the wall**.
13. TABLES to be packed under the stage, **face to face**, to prevent scratching.
14. All OTHER FURNITURE is stacked in such a way that ALL FIRE EXITS remain CLEAR and ACCESSIBLE.
15. The TOILETS, HANDBASINS and FLOOR are clean.
16. CLEANING EQUIPMENT is put away in the cupboard in the storeroom.
17. The FRIDGES are to be left empty, clean and switched ON.
18. The CURTAINS and WINDOW SHUTTERS (use the pole in the storeroom) to be left open.
19. Please advise the Booking Officer regarding any of the following:
 - Articles needing minor repair
 - Breakages or major damage to the facilities
 - Fire extinguisher has been used
 - The community centre is NOT clean and tidy when you arrive

Please photograph anything you feel is not in order, so appropriate action can be taken.