



The Thorndon Club Inc.  
4 Katherine Avenue  
Thorndon  
Wellington  
[info@thorndonclub.co.nz](mailto:info@thorndonclub.co.nz)  
[www.thorndonclub.co.nz](http://www.thorndonclub.co.nz)  
Telephone: 4737534

## FACILITIES BOOKING FORM

Thank you for your interest in hiring our facilities at Thorndon Club Incorporated ("the club"). Please complete the booking form and sign the Terms and Conditions of hire, and return via the contact details above.

Event name: \_\_\_\_\_

Applicant /Organisation name: \_\_\_\_\_

Contact name: \_\_\_\_\_

Postal address: \_\_\_\_\_

Private phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Mobile phone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

How did you find out about the club? \_\_\_\_\_

Date of event: \_\_\_\_\_ Day: \_\_\_\_\_

Time of event: Start \_\_\_\_\_ Finish \_\_\_\_\_

No. of people attending: \_\_\_\_\_ (No. over 18 yrs): \_\_\_\_\_ (No. under 18 yrs): \_\_\_\_\_

Event open to the public:  Yes  No

Security on door:  Yes  No

Nominated Fire Warden(s) (see clause 7.b) \_\_\_\_\_

**Location of fire hoses, fire extinguishers/alarms switches** - Please see floor plan located at the premises for location of the above and make sure that you and the members of your group are familiar with the fire exits.

**Building assistance register** - Each hirer will be required to maintain a register when applicable. If there are any people in your group who require assistance leaving the premises in the event of an emergency, please record their names as required. Keep this register with you at all times.

**Facility access** - Please arrange with the Club Facilities hire co-ordinator as to how the facilities will be accessed.

	<b>Rate (incl. GST)</b>	<b>No. of hours</b>	<b>Number required</b>	<b>Cost</b>
Clubrooms, Kitchen, Bar and Balcony hire	\$56.00p/h			
Manager / Licensed Bar Person	\$28.00p/h			
<ul style="list-style-type: none"> <li>• mandatory if bar used</li> </ul>				
Liquor				
<ul style="list-style-type: none"> <li>• To be purchased at Club prices, or</li> <li>• Bar Tab</li> <li>• Other arrangement (e.g. dry till)</li> </ul>				
BBQ hire	\$15.00 per event			
Electricity (mandatory)	\$10.00 per event			
Cleaner	\$75.00 per event			
<ul style="list-style-type: none"> <li>• The premises are to be cleaned by 12 noon the day following the event, if the club cleaner is not required.</li> </ul>				
Tennis Court Hire	\$15.00 per court p/h			
Squash Court Hire	\$15.00 per court p/h			
Tennis Balls	\$20.00 per tin of four			
Squash Balls	\$7.50 each			
Tennis rackets	\$5.00 each			
Squash rackets	\$5.00 each			
Umpires (subject to availability)	TBA			
Catering	TBA			
Other				
<b>Total (payments to be made on invoice)</b>				

I have read and agree with the terms and conditions of the facilities hire and emergency/ evacuation procedures.

Applicant name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ (must be authorised signatory for organisation)

## **Terms and Conditions of the Thorndon Club Incorporated facilities hire**

The following Terms and Conditions apply to all bookings of facilities belonging to Thorndon Club Incorporated ("the club"). Please read thoroughly as understanding and agreement of these conditions constitute part of the booking acceptance. If booking on behalf of an organisation or group of people please ensure that everyone involved with the event is aware of this information.

### 1. Bookings

- a) No booking will be confirmed until the applicant ("you") receives confirmation from the Club Facilities hire co-ordinator that the booking is accepted.
- b) You must vacate the premises at the correct time.
- c) Should the event continue after the finish time, an additional facilities hire will be payable at the appropriate rate, pro-rata, hourly or parts thereof.

### 2. Damage and loss

- a) You will be held solely responsible in respect of any claims arising, or loss, accident, injury or damage to persons sustained in connection with this function / hire of the premises.
- b) Any loss or damage to property, furniture, fittings, fixtures, appliances and apparatus in or about the said premises will be charged to you.
- c) No responsibility will be accepted for any damage to or loss of any property you bring to or store on the premises.
- d) Nothing is to be driven into or attached in any way to ceilings, walls, floors, furniture or furnishings without prior permission. No writing, painting or disfigurement is to be applied to the walls, ceilings or floors.
- e) You must return all chairs, seating, furnishings or other property to their designated areas.

### 3. Health and safety

- a) Fire/ emergency exit doors must be kept clear from obstruction at all times.
- b) You will be responsible for the provision of first aid facilities during the hire period.
- c) You are responsible for the provision of a cellphone for emergency purposes.
- d) You are responsible for maintaining good order and behaviour in all parts of the premises and grounds in use and will not cause, suffer or permit disorderly conduct or nuisance to arise.
- e) You will comply with all laws, regulations, bylaws and rules applicable to the operation of the event and the use of the venue, including taking all practicable steps to ensure that the provisions of the Health and Safety Employment Act 1992 are met at all times.
- f) You need to be able to provide first aid assistance to anyone injured during the term of the hireage and this will be your responsibility.
- g) You will be responsible for ensuring that the facilities are kept secure at all times.
- h) You will read and understand the fire and emergency evacuation procedures as posted at the premises.
- i) Smoking is not permitted in the premises and grounds.
- j) A Fire Warden must be nominated to act in the event of fire. For a larger group there must be one warden every 100 people.

#### 4. Permits & Consents

- a) You shall obtain and comply with the provisions and necessary approvals, consents and licenses from any person to run the event.
- b) You must satisfy the Club facilities hire co-ordinator that you have met requirements under the Sale of Liquor Act 1989.
- c) You will be responsible for costs associated with compliance with (a) and (b) above.

#### 5. Security

- a) You must ensure that all heating and lighting is turned off before you leave. An additional charge may be made if it is left on.
- b) You will be provided with the necessary swipe cards/keys. These must be returned the next day or as agreed with the Club facilities hire co-ordinator.
- c) It is your responsibility to check that all outer doors and windows are securely locked when you leave.
- d) If the Club is required to call a security guard for any reason you will be billed for any costs incurred.

#### 6. Cleaning & Rubbish

- a) Please ensure that ALL RUBBISH is removed from the premises and grounds of the Club.
- b) The total area must be left clean and tidy at the end of the booked times. Floors must be mopped and carpets vacuumed if necessary.
- c) You must remove all personal equipment and belongings immediately after the function, unless prior approval has been given, within the period of hire.

#### 7. Emergency/evacuation procedures

All visitors need to read and be familiar with the following emergency procedures document, and be able to respond in any emergency and evacuate the building safely.

Immediate evacuation of all areas of the building is essential upon discovery of fire or upon the continuous sounding of fire alarms.

#### Warden Identification

- a) Chief Warden of the Club - Please note that the Chief Warden works offsite from these premises.
- b) Fire Warden – a Fire Warden must be assigned by any group who books the facilities. This must be recorded in advance in the booking form. Fire Wardens are obliged to carry a charged cellphone while on the premises to enable them to call 111 in an emergency.

#### Wardens

In an emergency Fire Wardens are to identify themselves by wearing an orange fire hat located in the hose reel cupboard next to the entrance to the men's toilet.

A hirer must appoint one Fire Warden for every 100 people in the facilities.

In case of fire, or the fire alarm sounds, the Fire Warden will:

- a) Evacuate all users to the assembly point
- b) Call 111 and notify the Fire Service that the alarms are sounding at the Club. (Ask for Fire Service. Then confirm the Club address – 4 Katherine Avenue, Thorndon –at the end of the

cul-de-sac (not the residential house on the corner of Katherine Avenue which has the same address), and the nature of the emergency. Check that no one is left in the buildings.

- c) Ensure that the front door to the Club entrance is open and latched back.
- d) Call the Club Chief Warden to inform him/her that the fire alarm has been activated. If the coordinator is unavailable then contact the Club President.
- e) Complete a head count for the group – report anyone missing to the Senior Fire Service Officer;
- f) Ensure no person returns to the building until after the all-clear is given by the Fire Service;
- g) Liaise with the Senior Fire Service Officer. Where disabled persons are using the facility the Warden must advise the Fire Officer.

8. Indemnity

You undertake to indemnify and keep indemnified the club from and against all actions, proceedings, damages, costs, claims, demands, payments, losses and expenses (including legal expenses) that the club pays, suffers, incurs or sustains as a result of:

- a) your use of club facilities;
- b) your breach of any of these terms and conditions contained in this application; and/or
- c) providing false and/or misleading information in your application.

9. Interpretation

These terms and conditions are to be interpreted consistently with information provided on the application form. In particular, "applicant" will be the named applicant and "hire period" will correspond with the date and time of hire.