



CAREJUNCTION

Facility Hire Application & Agreement

Your contact details:

Organisation/Group			
Contact person			
Mailing Address			
Email			
Phone			
Mobile			

Your Requirements:

Date required			
Frequency			
Entry time		Exit time	
Event start time		Event finish time	
Number of people			
Adults			
Children			
Event description			

Areas Required:

<input type="checkbox"/>	CareJunction Lounge (Seats 40-50people)	<input type="checkbox"/>
<input type="checkbox"/>	Meeting Room 1 (Seats 8 people)	<input type="checkbox"/>
<input type="checkbox"/>	Meeting Room 2 (Seats 4 people)	<input type="checkbox"/>
<input type="checkbox"/>	Kitchen Area	<input type="checkbox"/>

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Additional resources required:

PA system	Crockery and cutlery
Data projector	Whiteboard
TV	Tea/coffee
Trestle tables	Other
Catering options are available on request - extra charges apply. (Morning tea/Afternoon teas etc)	

Venue charges (Office to complete):

CareJunction Hire Fee (Unless arranged prior)	
Half Day	\$50.00
Full Day	\$100.00
Amount & Date Paid	
Receipt - Date and Number	

TERMS AND CONDITIONS OF HIRE/USAGE OF CAREJUNCTION FACILITIES

INTRODUCTION

1.1 Welcome to the CareJunction, we hope you will enjoy our facilities.

1.2 This document contains the terms and conditions for the use of our facilities, along with some helpful information. It is your responsibility to inspect the facilities you are using before your event takes place and to:

- Meet with our Co-ordinator.
- Ensure you are familiar with the layout.
- Clarify your responsibilities.
- Understand the health & safety policy and evacuation procedure.

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3.9 Any cancellations need to be communicated as clearly and as early as possible. The hire fee will be reimbursed or held in credit.

Cleaning Fee

5. A cleaning fee of \$50.00 plus GST minimum will be charged if the venue is left in an unsatisfactory state.

I have read through and understand our obligations with regard to hiring any of the facilities of CareJunction.

Signature _____

Signed By (Print Name) _____

Dated _____

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Logistics

2.1 An assigned staff member will open the venue at the prior arranged time, unless it is outside of work hours whereby a code will be given to you to access the key to the kitchen door.

2.2 When the hirer has finished with the venue, all seating and any other equipment and furniture that have been moved or used must be returned to their original positions. Please note: Venue layout photos are on the wall in the storage room.

2.3 The venue must be left in a clean and tidy state.

2.4 All rubbish needs to be removed off site by the hirer.

Responsibilities and Liabilities

3.1 The entire site is smoke and drug free.

3.2 The premises are alcohol free unless prior arrangement is made.

3.3 A copy of our Fire Safety & Evacuation Policy & Health & Safety document needs to be read by you. A copy will be given to you when you first come to the facilities.

3.4 The hirer is responsible for the conduct of all its participants. Supervision must be provided for children.

3.5 Any damage to the building, fixtures, furniture or equipment must be notified immediately to the CareJunction Co-ordinator. The hirer is responsible for the full replacement cost of any damage or any missing equipment.

3.6 The user is only permitted to use the rooms that have been booked.

3.7 Security of buildings and equipment is the hirer's responsibility.

3.8 Please make sure that all safety precautions (as required by law) are taken to eliminate injury to persons and damage to the premises and equipment. If no staff member is on site, please check before leaving that all windows and doors have been secured.

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