

# CHERRY PARK HOUSE CASUAL USER AGREEMENT.

This is an agreement between “the user” ( a group or individual renting a room or rooms in Cherry Park House ( “the Facility”) and the Cherry Park House Management Committee (“CPH”)

<b>Group/ User Details</b>	
Contact Name ( Person Responsible):	
Contact Phone Number:	
Email Address:	
User Group Name ( If Applicable):	
Address:	
Group:	<input type="checkbox"/> Non Profit Group <input type="checkbox"/> Private <input type="checkbox"/> Commercial
Approximate number of Attendees:	
<b>Booking Details:</b>	
Dates	From: _____ To: _____
Times:	From: _____ To: _____
<b>Booking Facilities:</b>	
	Kowhai Room ( Small Art Room)
	Puriri Room ( Large Art Room)
	Harakeke Room ( Pottery Room)
<i>If renting a single room, renters agree to share the facility with other groups. (This includes the kitchen).</i>	
Bond ( if required on renting premises) :	
Rental fee for Dates requested is :	
Total Fee Payable :	Invoice Number:

- Existing bookings take priority
- Room availability is Monday to Sunday 8.00am to 9.00pm
- The room can be set up with tables and chairs to your specifications but all equipment must be returned to their original positions on completion.
- The user assumes responsibility for any damage to the rooms, contents or equipment. In the event of damage, the user will be charged for necessary repairs or replacement. All damage must be reported to CPH immediately.
- Users will not attach anything to the walls, ceiling, or to any of the fixtures without prior written approval from CPH.

- The facility is smoke-free.
- Due to the fire risk NO naked flames ( such as candles, gas appliances etc) are permitted in the House at anytime.
- Under no circumstances will use of illicit drugs be tolerated.
- Users should be aware if you are serving food to the public you are responsible for obtaining the appropriate permits. The kitchen is not registered for commercial use. The kitchen must be left in a clean and tidy condition, with all dishes washed and put away , food removed from the refrigerator, benches, stove, refrigerator and microwave wiped clean and rubbish removed.
- Storage facilities may be made available, subject to availability and agreement with CPH.
- The facility must be left in a neat clean and orderly condition. If cleaning is required, a cleaning fee of \$60.00 (minimum) will be charged.
- The user is responsible for ensuring the lights are off, the heaters are off and the facility is left locked and secure after use.

<b>Room Charges:</b>	<b>4 Hours (Minimum)</b>	<b>Over 4 Hours</b>	<b>Whole Day ( 8 Hours)</b>
Casual Users	\$15.00	\$5.00 per hour	\$30.00
Regular Users ( More than 6 times per year)	\$10.00	\$5.00 per hour	\$20.00
Commercial Users	\$15.00	\$5.00 per hour	\$30.00

- The user must vacate the premises at the end of the period booked. A \$5.00 per hour or part hour fee may be charged for any time past the booking time.
- A key will be made available for access to the facility . CPH will require a \$15.00 key security deposit which will be refunded on return of the key.
- A cancellation fee of ½ of the rental cost will be payable if less than 48 hours notice is given for any cancellation.
- Payment is required prior to booking date . An Invoice will be issued. Payment should be made by Bank deposit to ASB 12 3091 0055333 00 using the invoice number as a reference.
- The CPH reserves the right to terminate this contract as we see fit.

**By signing and returning this form the user hereby agrees to the rental policies set forth.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**This form must be completed and signed before a booking can be confirmed.**

**Return completed form to: Bookings Officer, Cherry Park House**