



PO Box 5137 Mount Maunganui
Phone: (07) 575 5595 Fax: (07) 575 7899 Email: info@mountlifeguards.co.nz

Function Centre Hire Charges (as at 1/4/16)
(All prices are GST inclusive)

Main Function Room

Day Function (8am - 5pm)	\$575.00
Evening Function (8am - 12 midnight) Friday & Saturday	\$1500.00
Evening Function (8am - 12 midnight) Sunday to Thursday	\$1200.00

Services included with hire

- ❖ Projector & Screen –are available to use at no extra cost
- ❖ Wireless Internet
- ❖ Sound system with 4 speakers around the room, to play CD's or plug in your IPod, laptop or phone
- ❖ Sun Shades: Labour Weekend to Easter- there are sunshades over the deck.
Easter to Labour Weekend- the sun shades can be set up by arrangement, for a fee
- ❖ Disabled access ramp into the facility and disabled toilet facilities available
- ❖ Parking: Some parking will be available to hirers.
We operate our Lifeguard Service from Labour Weekend (October) to Easter (April) and our members use the facility for training all year round

Terms and Conditions for the use of the Mount Maunganui Lifeguard Service Function Room (No bar facilities)

Venue Hire - Deposit and Terms of Payment

- To confirm your booking we require a completed Hire Application form and a minimum booking fee/deposit of 50% of the venue hire fee.
 - Account for Direct Credit of deposit: 02-0372-0164102-00 (BNZ, Mount Maunganui)
 - The balance of the venue hire fee and any bar tab amount is payable 7 days prior to your function date.
 - Payment for the bar staff hours worked and balancing of the bar tab, is due on receipt of the final invoice. This will be done on the first Monday after your function and emailed.
 - Payment for the bar staff hours worked and balance of the bar tab, is due within 7 days of receipt of the final invoice. This will be done on the first working day after your function and emailed.
- We reserve the right to charge interest at 2.5% per month and to charge a late payment penalty of 10% on any overdue accounts. If the account is not paid within 30 days after the due date, our debt recovery agency Baycorp NZ Limited may also charge you a fee equal to 25% plus GST of the unpaid portion of the invoice amount and other legal and collections costs not covered by the fee. The minimum fee will be \$25.00.
- Where the total agency, legal and other costs arising from recovery of any amount owing exceeds the debt recovery fee charged, our agent is also entitled to recover such additional costs from you. This clause is intended to be for the benefit of and be enforceable by our debt recovery agency under the contracts (Privacy) Act 1982.

Cancellation Policy

- Any notice of cancellation, change of booking and/or times, must be given in writing, otherwise all hire charges will be payable.
- Notice of cancellations once booking has been confirmed:
 - if notice of cancellation is given 12 weeks or more prior to the function date, 50% of the booking fee will be refunded.
 - if cancellation is given within 12 weeks of the function date, no refund will be given.

Furniture

- **Hirers are responsible** for setting up the facility for their function.
- The facility has 100 chairs & 30 tables (800 x 800mm) available for use. The tables seat 4 people each, if set out individually. We prefer our furniture to be used.
- If the hirer does not wish to use our furniture, there will be a removal & storage fee of \$172.50. Please see the Mount Lifeguard Service staff to make these arrangements.
- With functions being organised on successive nights, **any hired equipment** (tables, chairs, linen, etc) and decorations **must be removed from the main function room** at the conclusion of your function (These can be stored elsewhere in the building by prior arrangement with MMLS staff).
Please note that all hired equipment is the **responsibility of the hirer** and the Mount Maunganui Lifeguard Service is not responsible for any hired equipment or its return.
- Under **no** circumstances are **function room chairs & tables to be taken onto the outside deck or onto the beach**. Please make arrangements to hire furniture if you require it for outdoor use.

General Terms of Use

- Evening functions must cease no later than 12.00 midnight & the facility vacated 30 minutes after this time (i.e. 12.30am)

- The Management of the Mount Maunganui Lifeguard Service reserve the right to terminate any agreement pertaining to the hire of the facility, for whatever reason, if at any stage they feel it is detrimental to the facility for the activity to continue. In these circumstances no refund will be given.
- No decorations are to be affixed in the facility without the approval of the Mount Maunganui Lifeguard Service staff. No fixtures already in place in the facility are to be removed by the hirer.
Restrictions: NO confetti or crepe paper.
- **The use of staples, pins, nails, blutak, adhesive tape or any other such products on tables, chairs, walls, pillars, rafters or any fixture is not permitted.** If anything is fixed without approval a fee will be charged to cover the cost of repairing any damage.
It is the responsibility of the hirer to carefully remove any decorations and any string or nylon line used to affix decorations.
- Floors, walls or any part of the building may not be pierced by any contrivance, nails, screws, etc. or defaced by printing, signs, advertising or any other forms of decoration or by the temporary installation of any equipment or device. Any damage from the above will be invoiced to the hirer. The hirer shall not install additional power or lighting in the Centre.
- Any damage or loss to the facility, furniture, appliances, fixtures or fittings is to be notified immediately to the Mount Maunganui Lifeguard Service staff, by the hirer, who will be held responsible for the full cost of repairing any such damage or loss.
- **NO** chewing gum please!
- Smoking is not permitted in any part of the building. The outside deck can be used by smokers.
- Fire safety regulations forbid the use of smoke machines, dry ice machines, haze machines, Barbecues/Spits and naked flames (including candles & kerosene lamps). We have Smoke Detectors and Heat Sensors in the building and if these are set off through the use of any of the above devises, the call out fee will be charged to the hirer.
- Fire Exits shall be kept free of any obstructions.
- In the event of a dispute or difference arising as to the interpretation of these Terms and Conditions, the decision of the Mount Maunganui Lifeguard Service and its officers shall be final.
- Parking: the number of car parks available to hirers depends on the time of the year of the function. We operate our Lifeguard Service from Labour Weekend (October) to Easter (April) and our Lifeguards/members use the facility for training all year round. We still need to provide parking for our members, while providing a certain number of parks for hirers. Please discuss your parking requirements with staff.
- A sound system (CD's, IPod, phone or laptop) and a portable microphone are provided with the hire.
- A projector & screen is available for hirers to use, to plug your laptop or music player.
- Any noise from the premises must not create a nuisance or have an adverse effect on our neighbours & this will be monitored by Mount Maunganui Lifeguard Service staff.

Catering

- Kitchen Facilities: Stoves (2), commercial steriliser, hot water zip (on wall in kitchen), fridges (1 large), microwave, sinks (3) & plenty of bench space & storage space.
NO Crockery, Cutlery or kitchen equipment is provided.
- Caterers are to leave the kitchen and appliances used in a clean & tidy condition. There are notices in the kitchen stating the requirements for cleaning of the kitchen. Please advise caterers that all catering equipment brought into the facility must be removed on the day of hire.
- If barbecues are used on the deck, the area used must be left in a clean condition.
- With functions being organised on successive nights, **any food must be removed from the kitchen** on the night of your function.
- If any area used for catering, is left in an unacceptable state, any extra cleaning costs will be charged to the hirer.

<p>If you wish to discuss any aspect of these terms and conditions please contact the Mount Maunganui Lifeguard Service Club Manager on (07) 5755595</p>
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