



Club rooms:	138 Hobart Street, Miramar
Tel:	(04) 388-2527
Email:	hires@kairangibridge.nz
Website:	www.kairangibridge.nz

HIRE INFORMATION & CONDITIONS - BRIDGE CLUB ROOMS

LOCATION

There are two rooms available for hire in our Club rooms at 138 Hobart Street, Miramar:

- main playing room on the upstairs level (approximately 135 square metres)
- small playing room on the ground floor level (approximately 41 square metres)

Hire of the upstairs includes use of the supper room (approximately 25.5 square metres), kitchen facilities, toilets and foyer area between the kitchen and main playing room.

Hire of the downstairs playing room is limited to that room and the associated toilets.

Hirers may also use the car park, noting the preferential parking for disabled persons.

AVAILABILITY

Upstairs Room – this is used for Bridge on Monday, Tuesday and Thursday evenings and on Friday afternoons. It is generally available to hire at other times.

Downstairs Room – this is unavailable Monday, Tuesday & Friday mornings, during the day on Monday. It is generally available at other times.

EARTHQUAKE STATUS

The building has strengthened to 67% of the NBS.**ROOM ARRANGEMENT, CLEANING & RUBBISH**

The Club rooms are arranged for the playing of Bridge. The hirer may arrange the furniture to suit their requirements but are required to return the tables, chairs and other furniture to the way they were arranged.

There is no additional charge for cleaning provided the rooms are left clean and tidy with furniture returned to their positions, and the kitchen is in a clean and tidy state. A vacuum and broom will be made available. Please remove all rubbish, including bottles.

EMERGENCY PROCEDURES

These are detailed on page 4 below. When Hire approved, we suggest you print these separately and have them at Club rooms for duration of Hire.

ALCOHOL

The hirer is responsible for obtaining any liquor licenses required. The club is not licensed.

KITCHEN

The kitchen includes stoves, microwave oven, dishwasher, refrigerator, laser water heater. Please ensure all equipment is switched off at the wall, before leaving.

Please take proper care when using appliances. An urn, kettles, cups and saucers, glassware, plates, cutlery etc. are available. Please replace cups and saucers on the bench as you found them. The hirer should provide all other equipment.

The table cloths provided, are a table cover only. Catering table cloths are to be provided by hirer when food is to be served on the tables or, alternatively, the hirer may use the plastic cloths stored on the rail in the cloak room adjoining the supper room.

GENERAL

The key to the front door (and also the small playing room, if that is hired) and a security tag will be made available prior to the hire. The building is alarmed and security tag must be used to disarm the building. The alarm panel is immediately to the right of the front door. Place the tag on the 'tag here' sign and this will disarm the alarm. When disarmed, the light on the alarm panel is green.

The venue is to be re-armed and locked after use and the key(s) returned as soon as practical after the event. To re-arm the building, reverse the disarm procedure (ie place the tag against the 'tag here' sign. The light on the alarm panel will turn red. You have about 30 seconds to leave the building, after which the alarm will be triggered.

Any special insurance requirements (e.g. for equipment) are the responsibility of the hirer.

All lights and heaters are to be switched off. Instructions for operation of the upstairs heaters and ventilation are on the wall beside the main switchboard in the hallway leading to the toilets.

Downstairs heaters are operated at switches on heaters and wall sockets next to each. Please ensure that all the downstairs heaters are turned off individually at the wall sockets

DURATION OF HIRE

The duration of hire will be:

- **Half Day:**
 - Morning 8:00 am to 1:00 pm
 - Afternoon 1:00 pm to 6:00 pm
- **Evening:** 4:00 pm to 11:00 pm
- **Whole Day:** 8:00 am to 11:00 pm

Times may be varied by negotiation. Reasonable access for set up will be provided prior to the hire whenever possible.

Note:

- Rooms may not be hired beyond 11:00 pm under council regulations
- Council noise regulations apply
- Occupancy of the premises is limited to a **maximum of 100 persons.**

Hire Rates

Corporates

Non-Corporates/Charities

All prices exclude GST

<u>Per Day</u>	\$500	\$200
<u>Half Day</u>	\$250	\$100
<u>Evening</u>	\$200	\$100

Downstairs Room with access to kitchen use, not including consumables.

<u>Per Day</u>	\$100
<u>Half Day</u>	\$50
<u>Evening</u>	\$50

Members

\$5/head with a \$75 minimum

BOND

Bond for Upstairs room and, when required for Downstairs room, is payable two weeks in advance for all hires or immediately if hire arranged within two weeks of hire.

The bond will be refunded less costs of any damage or exceptional cleaning requirements.

Note: A bond may be payable for hire of the downstairs room, depending on the nature of the hire.

CONTACT:

Hiring Officer: Peter Palmer (04) 973-7944 or 021 520-558; email: hires@kairangibridge.nz

Or:

Office Manager
The Kairangi Bridge Club Inc.
138 Hobart Street, Miramar
Tel 04 388-2527
Email hires@kairangibridge.nz

APPLICATION TO HIRE:

Please see form below and on our website

EMERGENCY PROCEDURES

Exiting Building

In the event of an emergency:

- do **NOT** use the lift
- leave the building quickly – use the main entrance (downstairs) or the emergency exit door (upstairs in foyer off playing room)
 - To operate emergency exit door, push down on the plate to open door.
- Assemble on the footpath, to the south side of the building. Do not re-enter the building until instructed.

Emergency Equipment

There are:

- Fire alarm switches (two)
- Fire extinguisher bottles (three)
- Fire hose and sledge hammer
- Defibrillator Unit above telephone to right of kitchen (upstairs)

Fire alarm switches:

- by the main entrance (**downstairs**)
- in foyer by emergency exit (**upstairs**)

Note: These are **NOT** connected to Fire Brigade, so dial 111 as soon as it is safe to do so.

Hand held Fire extinguisher bottles (with instructions for use clearly printed on bottle):

- in kitchen on south wall and also in foyer by emergency exit (**upstairs**)
- playing room (**downstairs**)

Fire hose and sledge hammer

- in foyer by emergency exit (**upstairs**)

Automated External Defibrillator (AED)

- above telephone at right hand entrance to kitchen area (**upstairs**)

This electronic device automatically diagnoses life-threatening cardiac arrhythmias of ventricular fibrillation and ventricular tachycardia. Follow automated voice instructions if you are not familiar with process

Other emergency equipment

- battery operated Emergency lighting (operates automatically when Mains Power goes off. Batteries will operate lighting for approximately 20 to 30 minutes and will automatically recharge when Mains Power is restored)
- torch on ledge beneath whiteboard near computer table (**upstairs**)
- 'guidance' light which operates automatically when lights are turned off at the switchboard in the upstairs foyer, **provided** the lights in the main internal stairway area are switched on. (**upstairs** playing room above door between supper room and playing room)

Note: Main internal stairway light and porch light switches are by external door at foot of main stairway. Please turn these lights off when exiting building at end of hire.

THE KAIRANGI BRIDGE CLUB INC.

Please complete the form below when requesting a hire and either email or post it to the Club at addresses shown on Conditions of Hire document

Day _____ and _____ Date _____ Hire _____ Required: _____

Hours _____ Hire _____ Required: _____

Purpose _____ of _____ Hire: _____

Organisation: _____

Person Responsible for Hire:

- Name: _____
- Address: _____

- Telephone: _____
- Email _____

I / We have read the 'Hire Information' document and agree to comply with the terms of hire.

I / We also acknowledge that the building has a 'yellow' sticker and agree to hire the premises knowing that it is 'earthquake prone.'

Signed: _____ Date: _____

Name of signatory: (Print)

Signed for and on behalf of the Kairangi Bridge Club Inc:

_____ Date:

An invoice will be generated and will be emailed / posted as follows to hirer:

- Hire charge: \$ _____
- GST: \$ _____
- Bond: \$ _____
- **Total:** \$ _____

Key arrangements

Key(s) uplifted / received by (on behalf of Hirer):

Key(s) will be returned by (name):
