

Playcentre Aotearoa's Hire of Playcentre Buildings



This form is used for to advise the Property & Assets Manager of general decisions made by the Membership of any individual Playcentre relating to allowing Playcentre buildings and facilities to be hired out or used by third parties for purposes not directly related to Playcentre operations - which he will then use to develop a personalised "Terms and Conditions of Hire" document for the Playcentre.

When you fill out the form electronically - you simply put your cursor in front of the red full-stop and start typing.

1. **Date** .
2. **Name of Playcentre** .
3. **Address of Playcentre** .
4. **Playcentre contact person** .
 Phone numbers .
 E-mail .
 Designation/Position .
5. **Committee Decision.**

DETAILS OF HIRE/USE SCENARIO	Committee Approval	Hire Fee & Bond
1. A Playcentre member/family - for a one-off period of less than 24 hours for a family event	<u>Yes / No</u>	Fee \$ Bond \$
2. A "non-Playcentre" person or community group - for a one-off period of less than 24 hours	<u>Yes / No</u>	Fee \$ Bond \$
3. A person or community group - for a one-off period of greater than 24 hours	<u>Yes / No</u>	Fee \$ Bond \$
4. A person or community group - for a regular or ongoing arrangement	<u>Yes / No</u>	Fee \$ Bond \$
5. A government agency (or associated community group)-for a one-off period or a regular or ongoing arrangement	<u>Yes / No</u>	Fee \$ Bond \$
6. A business or company - for commercial purposes	<u>Yes / No</u>	Fee \$ Bond \$



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6. Details of Bank Account for Hire Fee & Bond to be Paid Into

Bank Account Name .
Bank & Branch .
Bank Account Number .

7. Specific Information About the Facilities

Areas/Items You Cannot Use (e.g. play equipment, consumables, tea/coffee supplies, office equipment, children's work) .
The location of the BWOF Certificate, .
The maximum number of people able to use the premises at any time, .
The location of any Alarm Panel, .
Any relevant alarm code, .
The location of the fuse box, .
The location of the off-on switch or remote for any heating unit, .
The location of cleaning materials, spare toilet paper, etc .
Is the Playcentre "Nut-Free" .
Is the Playcentre "Anything else-Free" .
Any Other Specific information .

8. Specific Health & Safety Information About the Facilities - should include (but not be limited to):

The location of a list of any hazards, .
The location of the First Aid Kit. .
Any Other Specific H/S information .

9. Specific Fire Safety Information About the Facilities - should include (but not be limited to):

Location of the Fire Evacuation Plan. .
Location of the Emergency Exits. .
Location of the Fire Alarm switch. .
Location of the Fire Extinguishers. .
Location of the Fire Hose. .
Location of the Fire Evacuation Point. .

10. Beginning of Hire Period Information - should include (but not be limited to) providing specific details of how the hirer will gain access to the keys, etc of the building and facilities:

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11. End of Hire Period Information - should include (but not be limited to) providing specific details of what the hirer is expected to do at the end of the hire period - e.g. where/when to return keys, what cleaning needs to be carried out, etc.:

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12. Cleaning Arrangements - (should include (but not be limited to) providing the location of cleaning equipment, any specific cleaning processes used in your Centre (e.g. specific coloured cloths for specific areas):

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13. Specific Additional Information About the Playcentre - (should include (but not be limited to) providing details of any other specific information that applies to your particular Playcentre that is not covered above that the hirer will need to know:

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14. Emergency Contact Details - providing information about any representatives of the Playcentre who can be contacted by the hirer should any unexpected development occur during the hire period

1st Playcentre contact person .
Phone numbers .
E-mail .
Designation/Position .

2nd Playcentre contact person .
Phone numbers .
E-mail .
Designation/Position .

3rd Playcentre contact person .
Phone numbers .
E-mail .
Designation/Position .

14. Confirmation

In signing this Application You are Confirming that:

- the information contained in this application is correct. .
- the project has been approved by your Playcentre community. .

Signature

