

# Playcentre Aotearoa's Hire of Playcentre Buildings



This form is used for to advise the Property Team 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 will then be used to develop Centre specific "Terms and Conditions of Hire".

1. Today's 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 \$<br>Bond \$ |
| 2. A "non-Playcentre" person or community group - for a one off period of less than 24 hours                    | <u>Yes / No</u>    | Fee \$<br>Bond \$ |
| 3. A person or community group - for a one-off period of greater than 24 hours                                  | <u>Yes / No</u>    | Fee \$<br>Bond \$ |
| 4. A person or community group - for a regular or ongoing arrangement   | <u>Yes / No</u>    | Fee \$<br>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 \$<br>Bond \$ |
| 6. A business or company - for commercial purposes  | <u>Yes / No</u>    | Fee \$<br>Bond \$ |
| Additional Cleaning Fee   | <u>Yes / No</u>    | Fee \$            |

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## 6. 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 BWOFF 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.:*
  
12. **Centre Specific 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) Excludes processes and procedures outlined in the Hire Cleaning Protocol:*
  
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:*
  
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

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## 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

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Playcentre 

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