

# Playcentre Aotearoa's Application for Hire



This form is used to record the formal approval of an application from a third party to hire or use the Playcentre buildings and facilities.

1. **Today's Date** .
2. **Name of Playcentre** .
3. **Address of Playcentre** .
4. **Playcentre Contact Person** .  
 Phone numbers .  
 E-mail .  
 Designation/Position .
5. **Hire Scenario - (Select option next to correct scenario)**

DETAILS OF HIRE/USE SCENARIO	Selection
1. A Playcentre member/family - for a one-off period of less than 24 hours for a family event	
2. A "non-Playcentre" person or community group - for a one-off period of less than 24 hours	
3. A person or community group - for a one-off period of greater than 24 hours	
4. A person or community group - for a regular or ongoing arrangement	
5. A government agency (or associated community group)-for a one-off period or a regular or ongoing arrangement	
6. A business or company - for commercial purposes	



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## 6a. If it is an Individual Person Wishing to Hire/Use the Premises

Name	
Home Address	
Phone numbers	
E-mail	
Insurance- (Company/Broker & Policy No)	
I understand and agree that if I have no public liability cover, as part of my personal insurances or as a standalone policy, or no insurance, then I am personally liable for any damages and/or insurance excesses.	<p style="text-align: center;">Signature of Applicant</p> <p>If you are unable to provide a digital signature please print your name in the above box and tick here to confirm you have read and agree with the information provided.</p>

**Note: All Hirers must sign this acknowledgement. Please refer to Centre Hire Terms and Conditions 2.0 Hirer's Liability.**

## 6b. If it is a Community Group Wishing to Hire/Use the Premises

Name of Community Group	
Community Group Address	
Contact person	
Home Address	
Phone numbers	
E-mail	
Insurance- (Company/Broker & Policy No)	



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## 6c. If it is a Government Agency (or associated Community Organisation) Wishing to Hire/Use the Premises

Name of Government Agency	
Address	
Contact person	
Phone numbers	
E-mail	
Insurance- (Company/Broker & Policy No)	

## 6d. If it is a Business or Company Wishing to Hire/Use the Premises

Name of Business or Company	
Business/Company Address	
Companies Office Reference No.	
Contact person	
Phone numbers	
E-mail	
Insurance- (Company/Broker & Policy No)	

**Note: Ministry of Education leased and some privately leased properties are not available to be leased to a commercial entity.**



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## 7. Hire Details

<b>Day and Date of Hire</b>	
Time From	To
<b>Purpose for which the Playcentre Facilities are Required</b>	
<b>Anticipated Number of People to be involved in the Event</b>	
No. of Adults	No. of Children
<b>Agreed Financial Arrangements</b>	
Hireage Fee \$ Cleaning Fee \$	Bond \$

**Note: Centres may have maximum occupancy numbers. Please check these numbers with the Playcentre Contact prior to completing the hire application.**

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

Bank Account Name

Bank & Branch

Bank Account Number

## 9. Confirmations

In signing this Application, you are Confirming that:

- the information contained in this application is correct.
- you accept that Playcentre Aotearoa and/or its insurers reserves the right to recover, from you or your insurers, the costs of any damage deliberately or negligently caused to Playcentre property during this event.
- you accept that the Centre Membership or Playcentre Aotearoa employees have the right to revoke this agreement at anytime.
- you have been provided with (or given access to) a copy of the "**Terms and Conditions for Hire of Playcentre Facilities**" Centre specific document, the "**Hire Cleaning Protocols**" document and that you understand and accept all of the conditions, and that the document forms part of this contract.
- you accept that you will follow the Covid-19 Protection Framework (Traffic Light System) or other government introduced system regarding current participant numbers, masks and other requirements.

**Name and Signature of Person Hiring/Using the Playcentre Facilities**



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## 10. Application Supported by Playcentre Committee

In signing this Application, you are Confirming that:

- the application has been discussed and approved by your Playcentre Committee, as per their agreed processes.
- the Hirer has been provided with (or given access to) a copy of the "**Terms and Conditions for Hire of Playcentre Facilities**", and that you are confident that they understand and accept all of the conditions.

Name

Designation

Signature on behalf of \_\_\_\_\_ Playcentre

## 11. Application Approved by Playcentre Aotearoa

Name

Designation

Signature on behalf Playcentre Aotearoa

