

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 - (put "Yes" in the selection column for the correct row)

| 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. | Signature of Applicant |

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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8. Hire Details

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

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



Playcentre 



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 _____ Playcentre

11. Application Approved by Playcentre Aotearoa

Name

Designation

Signature on behalf Playcentre Aotearoa

