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.

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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	○

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.	Applicant Signature (for insurance) You must also sign S9 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. ☐

Note: All Hirers must sign this acknowledgement. Please refer to Centre Hire T&Cs 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)	

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.

7. 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 $ 0 Cleaning Fee $ 0	Bond $ 0

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

8. Details of Playcentre Bank Account for Hire Fee & Bond to be Paid Into are below.
Please do not make any payment until you have received instructions / invoice from Playcentre.

Bank Account Name Te Whānau Tupu Ngātahi o Payment reference to use:
Bank & Branch
Bank Account Number 12-3115-0033068-00

Details of Hire applicant Bank Account for bond to be refunded to after the hire

Bank Account Name
Bank & Branch
Bank Account Number

Playcentre Aotearoa's Application for Hire

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

If you are unable to provide a digital signature please type your name in the above box and tick here to confirm you have read and agree with the information provided. ☐

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10. Application Supported by Playcentre Committee - Centre committee MUST complete this section

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 / 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

Signature ☐

If you are unable to provide a digital signature please type your name in the above signature box and tick the adjacent square to confirm you have read and agree with the information provided.

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11. Application Approved by Playcentre Aotearoa

Name

Designation

Signature on behalf Playcentre Aotearoa