

Roy Stokes Hall

Bookable Space Policy

Updated December 2022



The Roy Stokes Hall (RSH) is managed by Life in Vacant Space. Priority will be given to

- Community events
- Other site users
- Creatives, educational or charitable purposes

LiVS reserves the right not to accept or confirm a booking if it becomes apparent that the nature of the event/activity could be detrimental to our values, the space/site or the community.

Pencil Bookings:

If you would like to place a pencil booking, please advise us by email to info@livs.org.nz. We will hold your pencil booking for a period of fourteen (14) days.

Once the 14 day period has passed and we have not been contacted by you to either extend your pencil booking (to an agreed time period) OR confirm your booking we reserve the right to take a confirmed booking from someone else. We may or may not let you know if this is the case.

Bonds and Deposits:

For one-off events, we require a bond of \$500. This is required on confirmation of your booking. Your booking fee can be taken from this amount after we have confirmed the space has been appropriately used. Any damage, cleaning or additional costs incurred will also be taken from this amount. An invoice will be sent if the bond does not cover it.

Cancellations:

Cancellations can be made up to 14 days prior to the booking date without any fees. Cancellations up to 24 hours before hand will incur up to a 50% charge of the booking fee at LiVS discretion.

Bookings may be moved without any fees/loss of deposits on a case by case basis.

Access:

Upon confirmation of your booking you will be given details of where a key can be collected from, near the Christchurch CBD. The key gives you access, via the front main door, to the RSH and the common kitchen, you may keep this on you for the duration of your booking. We ask that you lock doors behind you when moving around the site.

The building is also alarmed and we will share this information also.

Costs:

LiVS reserves the right to change these costs based on user groups and uses. Your costs will be confirmed at the time of booking.

We're happy to negotiate rates for ongoing, regular users also.

Main Hall

\$20 an hour for registered Community and Not for Profit groups

\$30 an hour for private bookings

\$80 an hour between 5pm – 9pm Friday and Saturday

\$400 flat fee for bookings 5pm – 11pm Friday and Saturday

\$500 bond is required for all Friday and Saturday night bookings and as requested for large events

The meeting room

\$15 an hour

Storage locker (if available)

\$15 / week

*Pricing includes all outgoings (Power & Wifi). Cleaning costs are assessed on a case-by-case basis and may be charged additionally.

Setting Up:

Items available for use (included):

- School bench style seating
- Meeting chairs
- Tea and coffee facilities

You will need to supply your own kitchen materials.

We do recommend you head to the space a little early to ensure the space is tidy from previous meetings (we tidy and inspect regularly but sometimes can't get there directly after each booking) and set-up as you wish. We cannot remove things from the space entirely but you are welcome to move things as long as they are returned as you found.

Furniture is not to be stacked/stored in any emergency exit point in any circumstance.

It is the responsibility of the hirer to ensure that Roy Stokes Hall, including the surrounding grounds, is left in a clean and tidy state ready for use by the next hirer.

Cleaning:

It is the responsibility of the hirer to ensure that Roy Stokes Hall, including the surrounding grounds, is left in a clean and tidy state ready for use by the next hirer. You will need to supply your own cleaning materials.

Depending on the type of hire, we can discuss cleaning options and costs directly with you. Costs will be additional to your booking fee.

Rubbish:

All rubbish generated from the activity/event including but not limited to catering materials, food, containers, glassware, boxes etc. is the hirers' responsibility to remove from site. You will need to supply your own rubbish bags.

Expectations of you:

We expect you to:

- deal with us in good faith
- treat the space respectfully and ensure others do also
- respect other users of the site and our neighbours
- not host anything illegal or hateful
- tidy up after your booking

Questions:

May be directed to LiVS' director, they can be contacted at info@livs.org.nz.

TERMS & CONDITIONS OF BOOKING:

Please ensure you read and understand the following terms and conditions. These are your responsibilities as the hirer when booking Roy Stokes Hall. This agreement becomes a binding contract on payment of your deposit.

Bookings:

The hirer must truthfully and accurately state the type of activity the community facility is being hired for.

The hirer must only use the community facility area they have booked and paid for.

Set up and pack down time must be allowed for and included in the hire period.

The hirer shall ensure that all persons have vacated the community facility by the end of the hire period.

Cancellation of hire:

The hirer agrees to cancel the booking by contacting Life in Vacant Spaces

LiVS reserves the right to cancel the booking if any unforeseen circumstances arise after the booking has been confirmed.

LiVS reserves the right to cancel any bookings at its sole discretion without liability for any loss or additional costs incurred by the hirer or payment of compensation to any party whatsoever. Fees or charges paid prior to the cancellation of the booking will be refunded or credited to the Hirer.

Should a request for a booking be made at a time and/or venue that conflicts with another booking, LiVS reserves the right to determine which hirer shall be given use of the venue at its sole discretion. This will be clearly communicated with the hirer.

All hirers must be a legal entity. LiVS reserves the right to ask for proof of legal identity. A legal entity is a registered group or individual 18 years and older, who has capacity to:

- enter into agreements or contracts
 - assume obligations
 - incur and pay debts
 - sue and be sued in his/her own right
 - be accountable for illegal activities
- a. The person who makes the booking (or the legal entity's representative as notified to LiVS) is required to be present for the duration of the booking/event.
 - b. The stated capacity of the community facility must not be exceeded at any time as required to meet national Building Warrant of Fitness standards. It is the hirer's responsibility to understand the venue's capacity and ensure it is complied with.
 - c. All statutory rules, regulations and bylaws in force must be observed and complied with by the hirer.
 - d. It is the responsibility of the hirer to inspect the hall at the commencement of their allotted booking time to ensure its condition is safe and fit for the purpose of the hire. Any hazards are required to be immediately reported to the relevant emergency response, and to LiVS at info@livs.org.nz
 - e. It is the hirer's responsibility to ensure the general public does not have access to Roy Stoke Hall, including toilets, during the hire period.
 - f. There are to be no live animals in other facilities with the exception of guide dogs for the visually impaired, registered companion animals or official animals of the NZ Police.
 - g. The hirer is not permitted to allow any illegal activities to take place in or outside the community facility during their hire period.
 - h. It is the hirer's responsibility to contact the NZ Police immediately if there are any safety concerns due to disorderly behaviour.
 - i. Behaviour of the hirer and the attendees of the booking/event must be respectful at all times towards attendees of other events (if any) LiVS employees and representatives of any engaged contractors. Any behaviour that is intimidating, harassing or harmful can be reported to LiVS and future bookings of the reported group may be reviewed.
 - j. Noise levels must be kept to an acceptable level at all times and attendees are to be considerate of other occupants (if any) of the community facility.
 - k. All notices (including leaflets, posters etc.) are only permitted on notice boards and must not be stuck on/pinned to any other surface.
 - l. Chewing gum is not permitted within Roy Stokes Hall.
 - m. Notwithstanding any other provision contained in this Agreement, LiVS may refuse admission to any person or require any person attending the event to leave the community facility at the sole discretion of any LiVS employee or representative.
 - n. Nothing in this Agreement creates a landlord-tenant relationship between the parties.
 - o. All persons accepting this agreement shall be personally bound to abide by all Terms and Conditions contained in this Agreement and to fulfil all of the hirers' obligations under this agreement.

The hirer agrees to:

- Act as a Fire Warden during the term of your hire.
- Control and supervise facility emergency evacuation procedures.
- Check the position of the orange 'Warden' armband.
- Smoking (including vaping) is not permitted in any part of the community facility or within five metres of a doorway.
- Smoke generating equipment is not permitted in Roy Stokes Hall.
- Ensure their activity/event noise is not excessive or disruptive to neighbours.
- Comply with any Christchurch City Council or Noise Control Officers request or instruction.
- That failure to comply with any Christchurch City Council or Noise Control requests will result in the Police being called to stop the event.

Building lock up:

At the conclusion of hire, unless the next hirer is present for their booking, the hall is to be locked up, made secure, lighting turned off, key returned to lockbox and alarms set as required before leaving the premises.

Any cost associated with securing the facility after use due to a hirer not completing their responsibilities will be invoiced back to the hirer.