

# Hassals Lane Bookable Space Policy Updated June 2022



The Hassals Lane Bookable Space (HLBS) 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@lives.org.nz](mailto:info@lives.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:**

We do not require deposits for the HLBS.

For one-off public events, we require a bond of \$100. 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 10 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 can be moved without any fees/loss of deposits.

## **Access:**

Upon confirmation of your booking you will be given details of the on-site lockbox code. Inside there are two keys. The purple one gives you access to the HLBS and the common kitchen, you may keep this on you for the

duration of your booking. The silver one gives you access to the toilets and must remain in the lockbox when not in use. We ask that you lock doors behind you when moving around the site.

**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.

Community Rates	Priority Rates	Other Rates
<ul style="list-style-type: none"> <li>Free Community Meetings or Events</li> <li>Existing site users for 'usual' use and/or free events</li> </ul>	<ul style="list-style-type: none"> <li>Community events where this is a charge</li> <li>Existing site users 'extra' use and/or events with a cost</li> <li>Creative, educational or charitable purposes</li> </ul>	<ul style="list-style-type: none"> <li>Commercial/Business use</li> </ul>
No Charge (for up to 4 hours) – koha welcome	Half day - \$30 Full Day - \$50 Multiple days - \$40 per day	Half day - \$45 Full Day - \$60 Multiple days - \$50 per day

**Setting Up:**

LiVS is happy to support the basic set-up of the space if this is communicated in a reasonable timeframe.

Items available for use (included):

- Trestle Tables
- Meeting chairs
- Sofas/armchairs
- Tea and coffee facilities

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.

**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 LiVS' director, they can be contacted at [info@livs.org.nz](mailto:info@livs.org.nz).