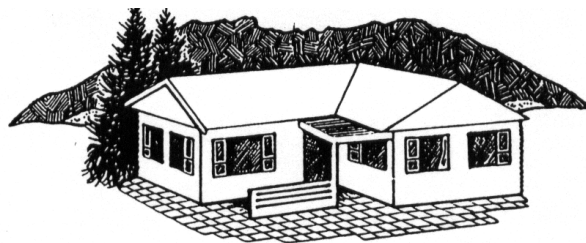


**Raglan Community House**  
 Society Inc.  
 P.O.Box 171  
 RAGLAN 3265  
 Ph. (07) 825-8142  
 Fax (07) 825-7112  
 e-mail: r\_ch@xtra.co.nz



## FACILITY HIRE

### ROOM HIREAGE CHARGES FOR THE USE OF COMMUNITY HOUSE ROOMS As of 12 December 2009 (All charges are GST Inclusive)

<b>Commercial</b>	Interview Room	\$ 10.00 per hour \$30.00 per half day \$50.00 per day
	Lounge/Meeting Room	\$ 12.50 per hour \$ 40.00 per ½ day \$ 70.00 per day
<b>Not for Profit</b>	Interview Room	\$ 5.00 per hour \$15.00 per half day \$25.00 per day
	Lounge/Meeting Room	\$ 6.50 per hour \$20.00 per ½ day \$40.00 per day
Kitchen Facilities are available		\$ 10.00 (Commercial) \$ 5.00 (Not for Profit)

**Note: As corporate owners of the premises, The Raglan Community House has precedence in the use of the premises. The Society has the right to refuse use of the premises to any group or organisation.**

### CONDITIONS AND USER RESPONSIBILITY

1. One person from each user organisation will be responsible for uplifting of the key from the office prior to 4pm on the day of use or Friday if it is a weekend booking.
2. The person who picks up the key will be responsible for the locking the building and placing the key in the return box.
3. The premises will be left clean and tidy.
4. The Raglan Community House is an alcohol, drug and smoke free environment; this includes all the building including the veranda and grounds.
5. When closing the building ensure all windows are closed and locked where locks are fitted.
6. Please ensure all heaters and taps are turned off.
7. The premises are to be vacated by 11pm.
8. Please report any breakages and negotiate payment for same with the Coordinator
9. Please lock or monitor the front door. Only members of the hiring group and Community House staff or Committee are authorised to be on the premises.
10. Call out fee of \$20.00 will be charged if a member of staff has to be called to the Community House outside of office hours.

**I AGREE TO ABIDE BY THE ABOVE CONDITIONS OF USE**

**Signed** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name and address of Hiring Organisation/Group:** \_\_\_\_\_

**Signed Raglan Community House:** \_\_\_\_\_