

PALMERSTON NORTH BRIDGE CLUB

TERMS AND CONDITIONS OF HIRE OF PREMISES

General

1. The Hirer shall be responsible for the behaviour of all occupants and patrons on the premises during the period of hire.
2. **Health and Safety:** The PN Bridge Club and the Hirer will be responsible for the Health and Safety of all occupants and patrons, and all decisions and instructions from the PN Bridge Club will be complied with by the Hirer at all times.
3. **Licences and Permits:** The Hirer must at the Hirer's expense obtain all licenses, permits and consents that may be required for the Event and, upon request, the Hirer will provide the PN Bridge Club with copies of these documents. In addition, the Hirer will obtain the relevant authorisation in relation to use of any third party's intellectual property and will not use the premises for the public performance of any literary, dramatic, musical or other work or entertainment in breach of copyright.
4. **Smoking Policy:** The entire premise (including the courtyard area) is strictly a No Smoking Premises and the Hirer must strictly enforce this policy and the requirements of the Smoke Free Environments Amendment Act 2003 and any future amendments. The No Smoking requirement includes Vaping.
5. **During the Hire Period,** the Hirer shall ensure that its employees, contractors and agents comply with all applicable statutes, bylaws and any directions of PN Bridge Club and that they do not do or omit to do anything that may cause the Hirer to be in breach of their obligations under this Agreement.
6. **Sub-letting** of the premises is not permitted.
7. **The Hirer** has the right of free and unfettered use of premises during the period of hire.

Booking Confirmation and Policy

8. No hire can be confirmed until the Quote provided by the PN Bridge Club has been accepted in writing by the Hirer.

Premises Hire Fee and Cancellation Fee

9. The Hirer will pay the PN Bridge Club within 7 days of issuance of invoice.
10. The PN Bridge Club reserves the right to charge a cancellation fee amounting to 20% of the original accepted quote.

Responsibilities of the Hirer on Departure

11. Ensure the heating/air conditioning is turned off. A flat charge of \$50 may be applied if the air conditioning units are left on.
12. Ensure the building alarm is set. If the alarm is not set a call-out fee of \$50 will be charged.
13. Ensure that at the conclusion of the hire period, the rooms are returned to the Standard Floor Plan.
14. Ensure all doors, windows and the external gates are secured before vacating the premises.

Other Charges

In addition to the Premises Hire Fee and the Services Fee, the Hirer will be charged for any:

15. Damage to the Premises or theft of any of the PN Bridge Club's property from the Premises during the Hire Period caused by the Hirer or arising from the Hirer's lack of care or any other breach of these Terms and Conditions. The Hirer may inspect the Premises with the PN Bridge Club prior to the Commencement Date of the Hire Period to take note of any existing damage
16. Extra cleaning, rubbish removal, repair or reinstatement of the Premises that the PN Bridge Club reasonably considers is required after the Event beyond the costs detailed in the Agreed Quote.
17. Hour or part thereof that the Hirer continues to occupy the Premises after the End Date of the Hire Period .
18. Costs, expenses or losses incurred by the PN Bridge Club as a result of a breach or non-observance of these Terms and Conditions by the Hirer, its employees, contractors, agents or invitees. These include, but are not limited to, damages, theft, breakages, removal of equipment belonging to the premises or misuse of fire-extinguisher/s during the term of hire.
19. All extra charges will be itemised and included on the final invoice.

Overdue and Unpaid Accounts

20. The Hirer will pay all invoices on or before the due date, and where the Hirer fails to pay all amounts on time, the PN Bridge Club may cancel the Hirer's booking.
21. The PN Bridge Club may charge interest for late payment on all amounts due under this Agreement from the due date until the date that the PN Bridge Club receives payment in full of those amounts.