

IF YOU ARE THE LAST TO LEAVE

WCC will give you an office and building key if it is likely you will be the last person to leave the Centre for that day.

When you are ready to leave, check:

- Heat pump and other electrical equipment are turned off including the light in the room you are using.
- The room **you are using** is locked.
- All inside lights are turned off.
- The automatic front door setting is on 'LOCK' (console to the right of the doors).
- Alarm is re-activated (if relevant).
- Key(s) are returned through the slot at the back-side door after exiting and locking it.

ALARM

Please note this section is only relevant if your booking starts and/or finishes after 10.00pm on weekdays or in the weekend.

Your Four Digit Alarm Code is:



This code is issued to each person in good faith and is confidential.

Alarm Instructions

Note: when you enter the building a buzzer will be heard. This is a warning that you have 90 seconds to deactivate the alarm.

To turn alarm OFF

Enter your 4-digit code, press <OK> waiting for it to read across the panel Good Morning/Afternoon, then press <OFF>. The buzzer will stop.

To turn alarm ON

Enter your 4-digit code, press <OK> waiting for it to read Good Morning/Afternoon then press <ON>. This will activate the buzzer. You have 90 seconds to leave the building. The buzzer will stop after 90 seconds.

If the alarm goes off, please ring Monitoring Services 0800 339 999 and they will assist you.

Please note: WCC management will be notified if the alarm is activated, and no contact has been made with Monitoring Services. WCC reserves the right to hold you liable for all costs incurred.



WAIRARAPA COMMUNITY CENTRE
enriching our community

WCC TERMS and CONDITIONS for

CASUAL OFFICE/MEETING ROOM HIRE

41 Perry Street
Masterton

Ph: 027 277 6118

Email: info@wcct.co.nz

www.wcct.co.nz

Mar 2024

CONDITIONS OF HIRE

Hire Charges

- Hirers will be invoiced for the total hire at the end of the month following the hire period.

Additional charges may be invoiced if:

- Facility, equipment, or fittings are damaged.
- Extra cleaning or tidying up is required.
- The room is used outside of the booking period.
- The keys are not returned (if relevant)
- The alarm is activated and WCC staff are required to attend to same.
- Any of the conditions of hire are breached and result in other costs to WCC.

Hire Contract

- The hire contract must be signed by a person 18 years old or over and returned to WCC Office.
- Notification of change or cancellation should be as soon as possible to WCC.
- A 'no show' on the day of the booking, without any notification, will be charged to the hirer.
- Hire Contracts (if not sent to you prior) and keys (if required) are to be collected during office hours (9.00am – 3:00pm).

Subletting

The hirer shall not sublet without the consent of WCC. This includes invitation to any other parties to use the facilities during the hire period.

Alcohol

Wairarapa Community Centre is alcohol free unless prior arrangement has been made with the Centre Manager. No liquor is to be sold on the premises.

Noise

Noise must not exceed a moderate level at all times; it must not be disruptive to others at the Community Centre.

Cleaning

Hirers are expected to leave rooms in a clean and tidy condition. There is a fully stocked cleaning cupboard in the Centre for you to access.

Damage

Any damage must be reported to WCC as soon as practicable. The hirer will be liable for any costs incurred unless fault is otherwise proven.

Rights of Wairarapa Community Centre

- WCC reserves the right to refuse any application for hire or to cancel any booking if it deems it necessary.
- WCC staff will always have access during a hire period (for emergency reasons)

Facilities included in Hire Charges

Use of the staff kitchen with microwave, toasted sandwich maker, tea and coffee. Ethernet port is available in all rooms and Wi-Fi is available. The SSID is WCCT41P and the password is 41Pfreedom. This password is issued to you in good faith and is not to be misused or passed on to people outside of the Community Centre.

Car Parking

Parking (including one disability park) is available at the back of the Centre. Should there be no free parks in the back, parking is free on the opposite side of the road (Perry Street) where the Community Centre is. Parking on the same side of the Community Centre is limited to two hours only.

HEALTH & SAFETY

Disability Access

There is wheelchair access from the main entrance. Disabled toilet facilities are also available.

Smoking/Vaping

Smoking or vaping is not permitted within the building or on the grounds of the Community Centre at any time.

First Aid

A first aid kit and AED (defibrillator) are available in case of emergencies.

In the event of an emergency:

The hirer is required to:

- read FIRE ACTION notice (which is on the wall in the main hallway, opposite the automatic doors).
- be aware of procedures they must take should an evacuation be necessary.
- evacuate the building in the event of an emergency and assemble **on the footpath at the front of the building.**
- be responsible for sharing evacuation procedures with any of their clients/guests – they are under their care and responsibility (they are not the responsibility of WCC).