



FEATHERSTON COMMUNITY CENTRE ROOM HIRE AGREEMENT

Agreement between

PARTIES

1. [Hirer Name] (**Hirer**)
2. South Wairarapa Community Empowerment Trust (**Provider**)

AGREEMENT

3. The Hirer agrees to hire, and the Provider agrees to supply the facilities and services as detailed below and subject to the Terms and Conditions of this Agreement.

DETAILS

4. HIRER DETAILS

Hirer Name:	
On behalf of (Company / Organisation):	
Postal Address:	
Email:	
Phone:	

☐ Not-for-profit organisation or charitable trust	☐ Small business or individual
☐ Government organisation or business	☐ Group needing a meeting place
☐ Private function	☐ Other

5. EVENT / ACTIVITY DETAILS

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6. FACILITIES REQUIRED (Please tick)

Meeting Rooms/Offices			
☐ Kanuka Office	☐ Kauri	☐ Kōwhai	☐ Rata Office
☐ Rimu Office	☐ Tawa Office	☐ Tōtara Office	
Kitchen Facilities – note: additional terms may apply			
☐ Matai Kitchen	☐ Small Kitchen	☐ Other	

7. HIRE PERIOD

☐ One-off	Date	Start Time	End Time

☐ Recurring	<i>[Recurrence details i.e. daily/weekly/monthly, time for each recurrence] eg. Every Wednesday from 1:00pm to 3:00pm during the Term.</i>		
Start Date			
End Date			

8. CHARGES AND BONDS

Facilities Rate	\$	☐ Hourly	☐ Daily	☐ Weekly	☐ Monthly
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Facilities Bond	\$	Lost/Damaged Key replacement	\$45.00
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9. ACCESS & SECURITY

☐ Keys Issued	☐ Alarm Code Issued:
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EXECUTED AS AN AGREEMENT

Hirer Name:

Signature:

Date:

Provider Name:

Signature:

Date:

TERMS AND CONDITIONS OF HIRE

10. DEFINITIONS

Agreement means this Featherston Community Centre Room Hire Agreement

Event means the purpose for which the venue is hired, as stated in this Agreement.

Facilities means the facilities selected at clause 6 and shared facilities at 14 Wakefield Street, Featherston.

Hire Period means the period specified at clause 7.

Hirer means the person or organisation named at clause 1.

Provider means the South Wairarapa Community Empowerment Trust.

Term means the period from execution of this Agreement until the end of the Hire Period unless terminated earlier.

Venue means the entire property at 14 Wakefield Street, including the building, car park, & grounds.

11. NATURE OF HIRE

The Hirer confirms that the room use described in this Agreement is accurate.

The Room and Venue must not be used for anything unlawful, indecent, objectionable, or disruptive.

12. PAYMENT TERMS AND CHARGES

The Hirer must pay the Charges. Unpaid Charges may result in cancellation.

Where a bond is charged, it will be returned at the end of the Term where all Charges have been paid and no damage has been made to the Venue or Facilities. Any applicable bond must be paid prior to commencement of hire.

Invoices will be submitted to the Hirer in accordance with the following table:

Type of hire	Invoice Issued	Payment Due
For one-off hire and recurring hire where prepayment is agreed	At time of booking and as agreed between the parties.	Prior to commencement of hire.
Recurring hire where no prepayment agreed	On or before the 5 th business day of the month following usage.	By the 20 th of the month in which the invoice is issued.

Review of Charges

Charges will be reviewed by the Provider once every six months, in March and September.

March 2026

In the event there is a change to Charges, the Provider will give the Hirer 30 days' written notice. In the event the Hirer does not wish to pay new charges, the Hirer may terminate this agreement in accordance with clause 19.

13. INFORMATION & COMMUNICATION

The Hirer must keep contact details up to date and notify the Centre Manager of any changes. Hirers may be asked for feedback on usage experience and, subject to privacy considerations, statistics on number of attendees at Events.

14. MARKETING & ADVERTISING

Provider can help promote activities if information is supplied by the 16th of the previous month. Provider is not solely responsible for promotion and is not liable for any losses from published information.

15. ADDITIONAL CHARGES

The Hirer is responsible for costs from damage, theft, misuse, extra cleaning, rubbish removal, repairs, or breaches of this Agreement.

16. USE OF THE VENUE

The Hirer agrees to maintain the integrity of The Featherston Community Centre and to inform centre management immediately of any accidental breakages.

The Hirer understands that the Featherston Community Centre does not staff the centre on a fulltime basis. The centre's hours are published. Outside of these hours, the Hirer is expected to operate on a self-service basis, ensuring the centre is secure upon departure of the centre after each use.

The Hirer acknowledges that The Featherston Community Centre is a community-operated and charity-funded entity and that it relies on the support of community users. The Hirer must leave the Facilities clean, tidy, and secure, follow capacity and safety rules, and must not smoke, vape, or use naked flames.

Failure to comply with this clause 16 may result in additional cleaning charge and/or repair charge being levied.

17. HEALTH & SAFETY

Both parties share responsibility for complying with health and safety laws and any Government health requirements.

Both parties shall comply with the Health and Safety at Work Act 2015.

18. LIABILITY

The Hirer indemnifies Provider against all claims related to venue use.
Provider is not responsible for the Hirer's lost or damaged property.

19. CANCELLATION & TERMINATION

Either party may terminate this agreement by giving one month's written notice.

Provider may terminate this Agreement with immediate effect for non-payment, material breaches, or unlawful use.

Hirer may terminate In the event that Charges are revised in accordance with clause 12 by giving written notice prior to new Charges applying.

In the event of termination the Hirer will pay the Provider all unpaid Charges up to and including the date of termination.

20. GENERAL

The Hirer must comply with all laws, bylaws, and Provider policies. Rights under this Agreement cannot be transferred.

21. GOVERNING LAW

This Agreement is governed by the laws of New Zealand.