INFORMATION FOR HIRERS - TE TŪHUNGA RAU

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| Health and Safety |

**Capacity** of the entire centre is 115 persons. This must not be exceeded.

**Security**: You are responsible for the security of the centre if you are using it after hours. The general public are not to access it, and you need to keep yourself and your group safe.

**Supervision of children** is essential during your hire. Key hazards are

* Vehicles – both moving in the carpark, and the road directly outside the centre. If young children are present, the front door childproof gate should be used; the back door should be closed, and the gate from the outdoor area to the carpark closed. The side gates from the outdoor area should be closed.
* Terraced area outside with concrete steps and boxes – slipping and falling is an increased risk if children are running around, or leaping across terraces which are not for playing on.
* Kitchen – hot surfaces, hot water, sharp knives, and getting underfoot of adults. The child barrier available in the kitchen should be used if young children are on site.

**No smoking or vaping allowed** within the building or on the property.

A **First Aid kit** is in the kitchen.

Take care with the **boiling water tap** on the kitchen island. It has a safety mechanism, to operate it – push or lift the lever, and hold your finger across the safety light strip.

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| Emergency procedures |

A **warden** must be nominated. This person should know the whereabouts of all emergency exits, fire extinguishers, evacuation assembly points and first aid equipment (which must be accessible at all times during your event). The warden must have a working mobile phone on them at all times.

**Emergency exits** are the front door, back door, and ranch slider in the lounge. The evacuation area is the grass above the terraced area.

In the event of a fire or other emergency, the warden is expected to:

* + phone 111 to confirm the nature of the emergency and the community centre’s address
	+ evacuate everyone to the assembly point on the footpath, or grass, on the top side of the building,
	+ check that no one is left behind in the building
	+ phone Wellington City Council on 499 4444 to let them know what has happened (they will inform us)
	+ liaise with the Fire and Emergency NZ officer
	+ make sure no one returns to the building until you get an ‘all-clear’ from the fire service
	+ Warden and/or Chief Warden vests should be worn. These are held in the labelled cupboard in the lounge.
	+ The Evacuation Folder is in the same cupboard. This outlines what is required.

In the event of an earthquake that is long and strong, hirers must evacuate the building once the shaking has stopped. Everyone should remain on the property, or go further up the hill, in case of a tsunami. Moving down Strathmore Ave will take people into the tsunami zone.

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| Housekeeping |

**No stilettos** or other sharp heeled shoes are to be worn in the building.

**Walls** must not have anything affixed to them, other than Blu Tack. All Blu Tack must be removed at the end of the hire.

**Urgent building problems**, such as a blocked toilet or broken window, must be reported immediately to the Wellington City Council, 04 499 4444.

The **bench**, or the wooden sink covers, are not to be cut directly on. Use chopping boards. The bench is not to be sat on. This is for safety, hygiene and cultural reasons.

**Trestle tables** must have the legs locked in place when open, with the ring sitting over the hinge, to prevent collapse.

A **step ladder** is in the chair cupboard. Eg to mount decorations up high.

**Furniture** is to be put back where it came from. The hall chairs and tables get stored in the hall cupboards.

**Crockery and cutlery** is available for use.

**Kitchen equipment** and utensilsused must be cleaned and put back where they came from.

**Dishwashing** is to be done by hand. The dishwasher is for use during the centre’s open hours.

**Cleaning**: at the end of your hire, you must wash dishes, wipe surfaces used (tables, benches, oven), sweep the floors, and mop floor if it is dirty, food has been dropped, or a spillage has occurred. The cleaning cupboard is in the accessible toilet. Toilets are not expected to be cleaned, unless they have been visibly soiled.

**Used cloths** to be placed in marked bin under the kitchen island.

**Rubbish**: it is the hirer’s responsibility to take away all rubbish.

**Damage and loss**: Any loss or damage to the centre property, furniture, fittings, appliances and apparatus will be charged to you. No responsibility will be accepted for any damage to or loss of any property the hirer brings to or stores at the centre.

**Ranch slider door lock** is hard to lock and unlock. Lean into the door, and turn the snib while you do.

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| Heating and ventilation |

**Windows** should be open during hire for ventilation, as long as weather conditions allow, and consideration of noise impact on neighbours. For large gatherings and/or when alcohol has been consumed, the centre must be fully ventilated during the clean-up period before leaving. This is for the comfort of subsequent users, and for public health reasons.

**Heat pumps** have a heating and a cooling function. For heat, set it to 22 with sunshine icon. For cooling, set to 16-18, with the hexagon/icicle icon. Windows and doors to be closed when heat pump in use.

**Heaters** in the lounge/kitchen are turned on/off by holding the left icon on the control panel on the wall under the black curtain. Do not touch the other controls.

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| Sound system |

The sound system in the hall is a professional system for background music and voice presentation. The controls are in a locked cabinet. At the time of booking, you need to indicate whether you require use of the sound system. Operating instructions are available ahead of your booking, and are written inside the cabinet.

No amplified music after 10.30pm. In consideration of the neighbours, leave windows closed when loud music is playing.

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| Keys and alarm |

The **key** issued to you will allow you to enter any room that you are permitted to, under the terms of your hire. Keep control of the key at all times. You can place the key into the mailbox immediately on leaving, or drop it back to the centre within one or two working days.

There is an **alarm** control pad in the entranceways near both the front and back doors. Either one can be used. To activate and deactivate the system you need to press the 4-digit code issued to you. If you accidentally set off the alarm, entering the correct numbers will disarm it. If this doesn’t work, phone the manager 022 5062288, or Allied Security 0800 333308.

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| Closing up checklist |

Check you have done the following before exiting the building

* Leave the centre set up as you found it.
* Tables and chairs stacked in the hall cupboards
* All areas, including floors, kitchen and toilets are clean
* All heaters, heat pump and lights are turned off
* All windows are closed
* All rubbish removed
* Check all belongings have been taken
* Check everybody has left the building
* Set the alarm
* Leave, ensuring the door is locked
* Key can be put in mailbox, or returned to the office within one or two days