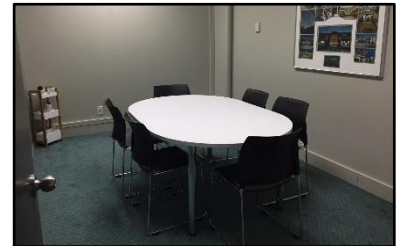


Information for use of KiwiRoom/Small Room (Meeting Rooms)

KiwiRoom/Small Room hours

Monday	8.30 am	6:00 pm
Tuesday	8.30 am	6:00 pm
Wednesday	8.30 am	6:00 pm
Thursday	8.30 am	9:00 pm
Friday	8.30 am	6:00 pm
Saturday	On request	On request
Sunday	On request	On request



For the use of the facilities outside of these hours are on request only. Please note we are closed statutory holidays.

Hire charges as at 1 January 2016

Small Room - Seats 6 people	Up to 2hrs	Half Day (4hrs)	Full Day (8hrs)
	\$30*	\$50*	\$100*
KiwiRoom - Seats 40 people		Half Day	Full Day
	N/A	\$100*	\$160*

(KiwiRoom Charges include; wifi, whiteboard, tables, chairs, tea & coffee facilities – BYO Milk)
***All charges are GST excl**

Location

The meeting rooms are located on Level 4 of the shopping centre. Walk through the far left entrance from the top level carpark. Take the stairs or the lift to Level 4 and the meeting rooms are at the far end of the corridor in Room 403.

Parking

If you are hiring the room for more than 3 hours please let us know as you will need to complete a carpark information form to avoid any tickets. Parking for the meeting rooms is on the upper level carpark.

Catering/Refreshments

Catering is not included within the hire charge; however we have plenty of options in the shopping centre for meal breaks. The KiwiRoom has Tea/Coffee making facilities – bring your own milk.
No alcohol is permitted on premises.

North City – Smoke Free

North City is a smoke free environment and as such we respectfully request users to refrain from smoking on the premises including carpark areas.

Terms of Use

Please read **before** signing the 'Application for Use of Premises' form

Signing an 'Application for Use of Premises' form binds you to a number of conditions which are necessary to ensure that your activity is carried out safely and responsibly. Your cooperation in this matter is essential. Please read the following conditions carefully.

The meeting rooms are not permitted to be:

- > Hired and run for commercial gain
- > Hired for personal social use, e.g. birthday parties, engagements, christenings etc.
- > Hired and used for events political in nature

Bookings:

- > Confirmation and booking requests can be made at the Kiwi Property Management Office, Suite 402, Level 4, North City Shopping Centre, or by phoning 237 5569 extn 2, or by email to: heather.brown@kp.co.nz;

Payment needs to be made prior to use of the facilities by either internet banking, cash or credit card. Cancellation fee may apply.

Loss, Injury or Damage:

- > The user is responsible for any damage done to the premises, loaned equipment or contents, or for theft or loss of same. The user will pay for the replacement or repair of these. Kiwi Property will not be responsible for property brought onto the premises by the user or injury to any person attending the activity.

Storage:

- > Space is extremely limited. No items should be stored on the premises unless requested and agreed by the North City Management. **North City does not assume responsibility for any such belongings left on the premises.**

Cleaning:

- > Users are expected to leave the building in an acceptable state of cleanliness. Floors and tables should be left clean and tidy after events. Rubbish is to be disposed of in bins provided, all furniture to be placed back in original position, lights turned off.

Preparation:

- > For all events the user is responsible for the setting out and putting away of any tables and chairs used for the booking.

Preparation:

- > Wifi: NZ Bird
Please ask Management for the current Wifi password.

Centre Rules

As the signatory to the booking form, the user must ensure that the following centre rules are followed during the booking.

Rule 1 – Security:

- > You must do your best to keep the premises safe and secure, and to protect them against theft and robbery. The security of the premises is your responsibility.
- > You must make sure all doors, windows and openings are locked or shut securely whenever the premises is unoccupied.
- > We may enter the premises for any purpose concerning the security of the premises.
- > We may exclude or evict anyone from the centre who:
 - (a) We believe is under the influence of intoxicating liquor or drugs;
 - (b) In any way willfully violates these rules; or
 - (c) We consider a nuisance to anyone else in the centre.

Rule 2 – Signs

- > You must not display (and will remove) any item or sign that is inside (or visible from outside) the premises that we believe on reasonable grounds to be offensive or of inappropriate quality.
- > Nails or screws must not be driven into any part of the premises or furnishings.

Rule 3 – Music in premises

- > If you play music, make any sound using sound equipment, or use a television, you must make sure the sound is not unreasonably loud and does not interfere with the centre or anyone else's use or enjoyment of the centre. We may require you to adjust any sound that breaches this rule.
- > You must not erect or affix any radio or television mast or antenna to the centre without our written consent (which we may withhold at our discretion). If we do give our consent but decide later that the rights or interest of other tenants are being adversely affected, then we can modify or withdraw our consent by giving 14 days' notice of the same.

Rule 4 – No electronic games

- > You must not have any electronic games, vending machines or similar equipment in the premises unless permitted by management.

Rule 5 – Cooling/Heating of premises

- > You must get our consent (which we may withhold at our discretion) before you use any service for cooling or heating the premises other than those we supply (for example: lighting, cooling, heating, circulating air).

Rule 6 – Services

- > You must obey our requirements concerning services we supply (for example: air-conditioning or lifts). You must not do anything which might interfere with their efficient operation.

Rule 7 – No dangerous behavior/danger or risk to centre

- > You must not do anything in the premises or the centre that is likely to be dangerous to anyone.
- > You must promptly tell us about any accident to or problem with any services or facilities that needs repair especially if you are aware, or ought reasonably to be aware, that this may be a danger or risk to the premises, the centre or any person in the centre.
- > If there is, or may be anything that is a risk or a danger (for example: bomb threat, riot) you must immediately tell us, obey any instructions (including leaving them premises) given to you, by us or the police or the fire service or other emergency authority.

Rule 8 – Media statements

- > You must not issue verbal or written statement to the media in respect of the centre, the manager or us.

Rule 9 - Animals

- > You must not keep any animals, birds, or pets in or about the centre.

Rule 10 – Safety

- > In line with our Health & Safety policy, fire exits and corridors must remain unobstructed. In the event of an emergency the user is required to evacuate and assemble in the upper level carpark. Follow warden instructions and those of the emergency services, and comply with emergency evacuation procedures.
- > The user will comply with all relevant Health & Safety legislation.

Failure to comply with these rules may jeopardise future opportunities for use of the facility.

Regular/multi-bookings are done separately through Sharmian White: 021 513 537

Other charges incurred by the user, for example, additional cleaning costs, will be noted and invoiced accordingly.

Kiwi Property reserves the right to refuse bookings at its discretion. Kiwi Property reserves the right to change or amend its fee structure and "Terms of Use" in regards to its provision of services.

Name: _____ Company: _____

Signature: _____ Date: _____

Kiwi Property: _____ **Paid: \$** _____ **Y / N**