



CREATE THE VIBE THAMES HQ USER GUIDE

Bookings

- Bookings will be considered for community groups/not-for-profits for small meetings, or for a maximum of one week for displays.
- An application form is to be completed with all details of the activity clearly stated.
- The HQ is not to be used for commercial (i.e. no sales are permitted) or political purposes.
- Council reserves the right to accept or decline any booking.
- Fire and Emergency NZ, Police, and authorised officers of Council shall always have access to the facility.

Theft and Security

- Council will not be responsible for loss of money, goods or property occasioned through theft or accident, or failure of light or power.
- Security is the sole responsibility of the hirer.
- The hirer shall be liable for damage done to property.
- The hirer shall be responsible for the behaviour of patrons inside.
- Private equipment should be covered by the hirer's own insurance. If not, any damage or loss of goods, cash and personal belongings is the responsibility of the hirer.

Light and Power

- Light and power are to be provided by the hirer if required. This will need to be via an appropriately certified generator. Prior to use of a generator on site, a Site Specific Safety Plan MUST be provided to Council's Health and Safety Advisor for approval. The generator would need to be located outside the container and of low noise. The exhaust needs to be sited where children can not touch it when hot.
- Once a Site Specific Safety Plan is approved, a site visit will be required before the generator can be utilised.

Hours of use

- The HQ is available for hire 9am – 5pm daily; or via arrangement for special events which may occur after hours.
- A key will be provided and must be returned at conclusion of use.

Cleaning/Rubbish disposal

- It is the hirer's responsibility to remove their own rubbish.
- If the facility is not left clean and tidy, a cleaning charge will apply.

Fire Safety

- The hirer must nominate a Fire Warden on the application form.

General

- No cello tape, pins or staples are to be used on walls or windows. Bluetack only.
- No smoking is permitted in the facility.
- Toilets are available across the road at the Civic Centre.
- The hirer will be held responsible for the level of noise of persons using the facility.
- No alcohol to be sold or consumed at the facility.
- There are a table and 6 chairs available for use.



Facility Management

Thames-Coromandel District Council

515 Mackay Street, Thames

Phone: 07 868 0200

Email: customer.services@tcdc.govt.nz