



Captain Musick Air Scout Group

64 Pigeon Mountain Road
PO Box 82166
Highland Park
Ph: (09) 534 2877
Web: www.cmas.org.nz



CONDITIONS FOR USE OF CAPTAIN MUSICK AIR SCOUT DEN

1. All bookings/cancellations must be made with the person in charge of booking (Group's representative) and with the approval of Group Committee.
2. ADULT applicants only and they must advise:
 - a. The name of the organisation or person wanting to use the Den.
 - b. A permanent contact address and phone number must be given.
3. A bond (damages deposit) of \$ _____ is required to cover:
 - a. Damages or breakages to building, furnishings, equipment, crockery, etc.
 - b. Locking or securing the building where this is the user's responsibility.
 - c. Arrangements for opening and closing of the Den are to be made between the Group's representative and the User when paying the Bond.
 - d. Should the bond be insufficient to cover the full cost of any damage or breakages, the user shall be liable for the balance of the cost involved.
 - e. Cleaning costs will be over and above the bond if the den is not left in a satisfactory state.
 - f. Locking or securing the building where this is the user's responsibility.
4. An inspection of the facilities prior to booking and paying bond is available on request from the Group representative.
5. Arrangements for opening and closing of the Den are to be made between the Group's Representative and the User when paying the Bond.
6. Chairs, tables, etc. will be made available but the setting up and return to storage of such equipment is the responsibility of the User.
7. Liquor will only be allowed in the Den in accordance with the requirement of the Licensing laws and is the responsibility of the User.
8. SMOKING is not permitted inside the Den.
9. Users shall take all reasonable precautions to prevent damage to the building which must be left securely locked with all lights switched off. Any regular or casual user is responsible for the cost of repairing and damage to building or equipment in consultation with the Group Committee.
10. Decorations used must be within reason and must be attached unobtrusively. Nothing belonging to the Group is to be moved or removed at all. Notice boards may be covered by the User provided that the covers are removed at the end of the function.
11. Equipment: all electrical equipment to be used in conjunction with any function must have prior



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approval of the Group's representative.

12. Fire Hose Reel and Fire Extinguisher must not be used for any other purpose than for fire fighting.
13. Furniture and equipment in the Den shall not be removed and all equipment in the Den, including electrical services shall be used at the risk of the User.
14. The user shall be responsible for the prevention of undue noise both in the Den and outside and is responsible for any gear confiscated by the Noise Control officer should he deem the noise is excessive after a warning.
15. After the termination of the function, the User shall:
 - a. Remove all rubbish, decorations, equipment, refuse, etc. from the premises.
 - b. Sweep and if required, wet mop the Den, clean toilets and kitchen and leave in a clean and tidy condition to the satisfaction of the Group's representative.
 - c. No preparation shall be applied to the floor without the Group representative's approval.
16. **UPSTAIRS** is out of bounds without prior arrangement.
17. Contravention of the above terms and conditions of usage may result in the User being prohibited from further use of the building. The Group reserves the right to order any function to cease upon evidence of such contravention having been given during the period of use.
18. The Group reserves the right to re-negotiate this condition of use annually.

Activity	Fee	Remark
Functions	\$250.00	No charge for setting up
Daily Hire	\$250.00	
Casual / Kids Party	\$150.00	
- Plus Bond	\$250.00	Payable prior to use the Den
- Floor Cleaning	See remark	If not cleaned properly

Date of rental: _____

I/We hereby agree to the above terms _____ (signature) Date: _____

Name _____

Address _____

Phone _____

Group's Representative _____ (signature) Date: _____

Name _____

Address _____

Phone _____