



Captain Musick Air Scout Group

64 Pigeon Mountain Road
PO Box 82166
Highland Park
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. Only ADULT applicants are accepted, 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 \$250 is required to cover:
 - a. Loss, damage or breakages to building, furnishings, equipment, crockery, etc.
 - b. Loss of key and replacement of locks, where a key was made available.
 - c. 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 incurred.
 - d. Cleaning costs will be over and above the bond if the den is not left in a satisfactory state.
4. In the event of major damage, fire, or other emergency, the User is to notify the Group's representative as soon as possible using the contact details below
5. Arrangements for opening and closing of the Den are to be made between the Group's representative and the User. The User should ensure they have provided and received emergency contact details for the date of hire. Locking and/or securing the building is the user's responsibility.
6. An inspection of the facilities prior to booking and paying bond is available on request from the Group representative.
7. Chairs, tables, etc. will be made available, but the setting up and return to storage of such equipment is the responsibility of the User.
8. ALCOHOL will not be allowed in the Den in accordance with the requirements of the council, and enforcing this is the responsibility of the User.
9. SMOKING, and any other naked flames, are not permitted inside the Den.
10. 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.
11. 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.
12. Equipment: all electrical equipment to be used in conjunction with any function must have prior approval of the Group's representative.
13. Fire Hose Reel and Fire Extinguisher must not be used for any other purpose than for fire fighting.
14. 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.
15. 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.
16. 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.
17. **UPSTAIRS** is out of bounds without prior arrangement.



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18. 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.
19. If the User has been provided with a Key, then this MAY NOT be duplicated by the User for any reason.
20. Use of the Internet connection is conditional on acceptance of and compliance with the Terms Of Use.
21. Use of the kitchen facilities is dependent on prior arrangement, and leaving all equipment clean
22. At the discretion of the Group, repeat booking Users may be provided with temporary storage space in the building, where they can store a small amount of equipment between rentals at their own risk
23. Bond repayment, or any other refund, will be paid to the bank account given on this form
24. The Group and the User will each provide an emergency mobile contact phone number for use in any urgent situations, such as
 - Issues with gaining or granting access to the building, or last-minute difficulties
 - Loss or damage to buildings, equipment, or other items
25. The Group reserves the right to re-negotiate this condition of use annually.

Activity	Fee	Remark
Functions, Daily Hire (calendar day)	\$250.00/day	<i>No charge for setting up</i>
Hourly Hire	\$25.00/hour	<i>To a maximum of \$250</i>
Scouting Aotearoa	<i>Rate on request</i>	
Casual / Kids Party	\$25.00/hour	<i>To a maximum of \$150</i>
- Plus WiFi and/or Kitchen fee	<i>See remark</i>	<i>\$10 for use of Internet, \$10 for use of kitchen facilities</i>
- Plus Bond	\$250.00	<i>Payable prior to use the Den</i>
- Floor Cleaning	<i>See remark</i>	<i>If not cleaned properly</i>

Date of rental: _____ Time: _____ Repeat: _____

Bank Account number: _____ Account Name: _____

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

Name _____ Address _____

Phone _____ Mobile (urgent) _____

CMAS Group's Representative _____ (signature) Date: ____/____/____

Name _____

Phone _____ Mobile (urgent) _____