



Venue booking form

2026 | Parakai Office | 5 Rere Place, Parakai

Complete the booking details below, read the conditions on pages 2-3, and sign the declaration. Email the completed form to admin@kaiparamoana.com. Enquiries are welcome during business hours.

1 Venue and rates

Parakai Office | Maximum capacity: 100 people
Facilities: boardroom, Tui Room, tables, chairs, Wi-Fi and kitchens.
Hire hours: 8:00 am-8:00 pm.

Hourly hire rates	Commercial	Whānau
Monday-Friday	\$40.00	\$20.00
After hours / Saturday-Sunday	\$50.00	\$30.00

Community groups / South Kaipara marae groups: 25% discount off commercial rates.
Unclean venue penalty fee: \$250.00. Additional charges may apply (page 2).

2 Booking details

Event / purpose of hire

- ☐ Commercial ☐ Community ☐ Marae ☐ Private ☐ Other
- ☐ One-off ☐ Weekly ☐ Fortnightly ☐ Monthly ☐ Other frequency

Hire date(s)

Number attending (maximum 100)

Start time (include set-up)

Finish time (include clean-up)

Room(s) / other requirements

3 Hirer details

Contact name

Organisation / member ID

Phone number

Email address

Postal address and postcode

☐ Photo ID supplied / sighted



Conditions of hire

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Read all conditions and retain a copy. In these conditions, “the Trust” means Ngā Maunga Whakahii o Kaipara Development Trust and “the hirer” means the person responsible for the booking.

4 General conditions of use

- The Trust may approve, decline or offer alternative dates for an application. The hirer must be over 18 and authorised to book for themselves, their group or legal entity. The responsible person must remain at the venue throughout the event.
- The hirer must understand and comply with the venue capacity; it must not be exceeded at any time. Inspect the venue at the start of hire and report any unsafe condition or hazard immediately to the Trust on 0800 KI KAIPARA.
- The hirer is responsible for the health and safety of everyone attending and must comply with all applicable statutory rules, regulations and bylaws, including health and safety, smoke-free and alcohol requirements.
- No alcohol, drugs or other illicit substances are permitted in or around the venue. No illegal activities are permitted. Noise must remain at an acceptable level in accordance with local bylaws.
- Do not remove, or allow anyone to remove, venue furniture, equipment or contents. Animals are not permitted except guide dogs for visually impaired people, registered companion animals or official animals (such as Police animals).
- Children under 14 must be accompanied by a parent or designated caregiver aged at least 18. The hirer may refuse admission or require a person to leave to prevent a breach of these conditions. Contact Police immediately if disorderly behaviour creates safety concerns.

5 Bookings and changes

- Use the venue only for the booked time. Request changes at least 24 hours in advance; the Trust may be unable to accommodate them. All recurring bookings require a formal agreement.
- The Trust may cancel or reschedule non-commercial bookings for extraordinary reasons, including maintenance, operational requirements or emergencies. Hirers will be notified 3-5 days before their booking date.

6 Additional charges

- The Trust may invoice the hirer for damage, theft of venue property, extra cleaning, rubbish removal, repairs or reinstatement resulting from the hire. Breakages may be replaced. An unclean venue penalty of \$250.00 applies.
- Additional charges may cover costs, losses or expenses caused by a breach of this agreement, unreturned access keys or cards, unauthorised overstay, and extraordinary security, cleaning or technician call-outs (such as blocked plumbing caused during hire).
- Charges may also apply for non-emergency emergency-service call-outs, fire alarm activation or noise-control attendance during an event. If a fire alarm is activated for anything other than an emergency, the Trust may charge the hirer an additional fire service fee of up to \$1,500 plus GST.



Safety and declaration

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7 Cleaning, rubbish and lock-up

- Leave the venue clean and ready for the next user. Supply your own cleaning equipment and rubbish bags. Wipe benches, tables, stoves and sinks; remove decorations; vacuum; mop spills; stack chairs; store tables; sweep or static-mop floors; and clean bathrooms.
- Switch off electrical appliances, lights, heaters and stoves. Secure all windows and doors, set and activate alarms where applicable, and return all keys and access cards as instructed.

8 Liability and belongings

- The Trust confirms that hired venues comply with council and building regulations and codes. It does not warrant that the venue is suitable for the event.
- The hirer will indemnify the Trust and its employees or agents against all claims, demands, losses, damages, costs and expenses arising from use of the venue or a breach of this agreement.
- The Trust is not responsible for loss of or damage to the hirer's property in or around the venue. Hirers will be notified of found items, which must be collected within one month or will be disposed of.
- To the extent permitted by law, the Trust is not liable for loss arising under or in connection with this agreement, whether in contract, tort or otherwise. Its maximum liability for loss, damage, claims or expenses is limited to the venue hire price.

9 Health and safety

- The Trust will provide a full site induction for first-time hirers and an inspection and inventory checklist for all hirers. Hirers must familiarise themselves with the evacuation procedure and provide first aid supplies, although first aid kits are available at the venue.
- Keep emergency exits and all public and private access routes clear, including access for residents, businesses and emergency vehicles. Do not inconvenience the public.
- Appoint and instruct a fire warden to check emergency exits twice before the event and at least once during it. Do not interfere with smoke detectors, fire extinguishers or emergency exits.
- In a fire, follow the evacuation procedure immediately and notify fire emergency services. Report emergencies, hazards and incidents immediately to the relevant emergency response and to the Trust on 0800 KI KAIPARA.

10 Hirer declaration

I confirm that I am over 18, have authority to make this booking, and agree to the conditions of hire on pages 1-3.

Hirer name

Date signed

Hirer signature

Before leaving: clean surfaces and bathrooms; remove rubbish and decorations; return furniture; switch off appliances and lights; secure windows and doors; set the alarm if applicable; return keys as instructed.