



I \_\_\_\_\_ confirm on behalf of the \_\_\_\_\_ group, that I have read the South Alive Health & Safety policy and related registers and agree to the guidelines for hire of the South Alive Pod below. I confirm I will not share my unique door code provided to me with anyone, and if the alarm is engaged when I enter the Pod, I will re-engage this on leaving. I will be liable for any damage or loss caused due to sharing this code or not setting the alarm on exit (is applicable). I agree that if my group's actions sound the alarm and cause the security company to be despatched, I will be responsible for the cost of this (currently \$70+GST/half hour).

Please do not park in front of The Pantry – use street parking on Grace or Ness Street.

Name: \_\_\_\_\_ Group: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Has a closet key been cut for this group? Yes  No  Who has this key? \_\_\_\_\_

Booking Date Request: \_\_\_\_\_

#### Guidelines:

1. Hire is only for the room agreed unless both rooms have been hired together. Payment required on invoice (20<sup>th</sup> of month following booking) as per agreed rate
2. All cups, glasses, cutlery and dishes used will be washed, dried and put away before the end of your hired time and the floor will be vacuumed (if needed) so the space is left tidy for the next community group
3. Please note that the TV is not to be used unless previously arranged and heat pumps need to be turned off at the end of your booking please.
4. Any risks, incidents or accidents will be noted on the register and office staff informed
5. Any damage which happens as a result of your booking may be charged to you
6. The unique door code will not be shared with anyone else (including those in the group). All codes are unique to an individual and are tracked
7. Please let the office staff know if any supplies (tea, coffee etc) are needed.
8. After 5.30pm weekdays, and 4pm on weekends (and all day on public holidays), there is no access to The Pantry and the glass door must always remain locked. An alarm will sound, and security company despatched if the door is opened during these times. If the alarm sounds as a result of this, you will be responsible for the call-out fee.
9. If the alarm is engaged when you arrive, the alarm system needs will be disengaged, then re-engaged when you leave please
10. I agree that if these guidelines are not followed, permissions for use of the space will be withdrawn
11. Security cameras are installed for crime prevention
12. Cancellation policy - If you no longer require the room booking please provide 24 hours notice or room booking price will be still charge.