



Wellington Gardens

Wellington Gardens
p 044991400
e bookings@wcc.govt.nz

PO Box 2199, WELLINGTON 6140
<https://wellington.govt.nz>

BOOKING CONTRACT

Contacts

Ōtari Manager: 021 247 9739
Treehouse Visitor Centre: (04) 499 1400
WCC Security: (04) 801 3373
WCC Contact Centre: (04) 499 4444

The hirer acknowledges Wellington City Council may review and increase fees through review of the Annual Plan or Long Term Plan, however the hirer will be given no less than 60 days written notice of any changes to conditions or fees.

Upon the ticking of the box on the Wellington City Council bookings page: **The person/persons hiring has read and on behalf of the hirer agrees to be bound by this Rental Contract and the Terms and Conditions contained herein.**

Resources Provided

Facilities	Coffee, Tea & Milk	Supplied – please bring your own plunger coffee
	Toilets	Public toilets available
	Kitchen	Self-contained with fridge, microwave, dishwasher, crockery & cutlery
	Glassware	Water jugs and glasses provided
	Coffee Plungers	Provided – bring your own coffee
	Outdoor Area	Large uncovered deck for break-out activities
	Window Coverings	Blinds for light control and privacy
	Air Conditioning	Reverse cycle air conditioning
	Stationery	Please bring your own, including whiteboard pens
	Parking	Public car park nearby – no reserved parking for seminar users
Technology	Whiteboard	Moveable, non-electronic whiteboard
	Presentation Screen	46" flat screen for presentations
	HDMI Cables	Various cables provided (no Apple adapters – bring your own if needed)
	Wi-Fi	Secure, unlimited access

*Please complete regular wipe downs of contact surfaces during the day and on completion of your hire

*Please complete a hot wash cycle of all crockery and cutlery through the dishwasher- if the cycle completes before you vacate we would appreciate you putting items away

*Please advise the Otari Manager on Ph 021 247 9739 of any medical emergencies



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Leonard Cockayne Centre Terms and Conditions of Use

Conditions of Use

Your booking for the Leonard Cockayne Centre at Otari Wilton's Bush is confirmed for the date and time specified above. It is your responsibility to check all the booking details are correct.

- Access to the venue is via a lock box situated by the side door of the venue. A code for the lock box will be supplied when your contract is confirmed.
- Rental is for the exclusive use of the Leonard Cockayne Centre room and kitchenette facilities only.
- Two public toilets are available from the deck area external to the meeting room
- There is a large, uncovered deck available for break out activities
- Please bring your own stationery, as it is not provided by the facility
- Tea, instant coffee and milk are provided - please bring plunger coffee if preferred
- Please load any crockery or cutlery used from the kitchenette into the dishwasher and turn on before you leave
- Alternatively if a wash cycle has been completed before you vacate please unload and put away any clean items
- Please organise catering to be delivered as this is not provided with the venue hire
- Please ensure your caterer collects any crockery or cutlery as we may have the venue booked for the next day
- All rubbish and recycling is to be placed in the bins provided at the conclusion of the hire
- The booked time is to include the time required for both setting up and clearing away
- The hirer is responsible for any damage or loss to property, furniture, fixtures and apparatus in or about the premises. If any damage/loss is discovered after the conclusion of the hire period, the hirer must cover the cost of repair or replacement.
- A \$100.00 administration fee will be charged if a cancellation is received after your booking is confirmed
- Staff are available 7.30am to 4.00pm on weekdays only.

Venue Access

Access is via an alarm panel/swipe card reader located on the south side of the Leonard Cockayne Centre, adjacent to the door nearest Wilton Road. Here you will also find a lock box.

- To open the lock box, push down the clear button, enter your issued code, pull down on the open tab - There will be a key and swipe card inside
- To disarm the alarm, hold the swipe card up to the alarm panel
- Alarm will disarm, and the screen will show a door with a green tick
- Unlock the top lock on the door using the key attached to the swipe card

Secure unlimited Wi-Fi access:

- Search for centre guest on your device
- Enter password supplied



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Lock up instructions:

The person who has hired the venue is responsible for locking and alarming the Centre.

- Turning off all lights and electrical equipment
- Ensuring that no personal belongings have been left behind
- Ensuring the venue is clean and tidy, and that any used cutlery or crockery has been put through the dishwasher
- Closing and locking all windows and doors. (Leave the venue toilets unlocked)

Setting the alarm

- Press the button with the green tick to wake up the alarm panel
- Press the top left button under the word "arm" on the screen
- Swipe card across reader
- Reader will start a regular beeping sound and shortly arm itself
- If you experience any issues with setting the alarm, please contact WCC security for assistance on (04) 801 3373

Return the swipe card and key to the lock box:

- To place the key and swipe card back inside the lock box, push down clear button, enter your issued code and pull-down open tab.
- You can then place key and swipe card inside the box. Close front and release open tab.
- Check lock box is secured.

For Your Safety

- In the event of an emergency, fire or earthquake, please exit the building and assemble on the Cockayne Lawn in front of the building
- In the event of an earthquake do not use the canopy walkway
- Dial 111 for emergency services (ambulance, fire and police)
- Be aware of mats, floors and outside decking that may be slippery and that surfaces could be uneven in parts
- Some plants are toxic. If you touch plants, please do so gently in a way that others can enjoy them after you.
- Please be aware that staff work with machinery and that service vehicles drive within the Garden
- Children must be supervised at all times, especially near plants, water features, and power outlets. Running or climbing is not permitted.
- If your booking is on a weekend and you require assistance please contact WCC call centre on (4) 499 4444 or WCC Security on (04) 801 3373

Health, Safety and Standards of Behavior

- You shall take all reasonably practicable steps to ensure the risks to the health and safety of people are eliminated, or if not possible, minimised as required by the Health and Safety at Work Act 2015
- You will read and understand the fire and emergency evacuation procedures for the site. The procedures are available inside the venue
- You will be responsible for ensuring that activities and persons present at your booking adhere to the rules of the site at all times, including but not limited to evacuation procedures, maximum number of persons at the site, etc.
- You shall comply with any notice or direction given by Council representatives relating to the control, safe use, security and protection of the site



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- Any incidents or accidents that occur during your booking must be reported to the Treehouse on (04) 499 1400
- You are required to supply the name and mobile phone number of a person who must remain available at all times during the booking and who has authority and ability to control volume of noise
- All Council sites are smoke-free areas and you must ensure that guests and participants comply with this bylaw.

Liability

- The Council is not liable for any loss or expense the hirer incurs if Wellington Gardens is not able to make the facilities available as a result of fire, flood, earthquake, Civil Defence measure, failure or any other event beyond the Gardens reasonable control. In such cases Wellington Gardens will refund any booking fees already paid
- The Council is not liable to the hirer for any indirect or consequential loss arising under or in connection with the booking's terms and conditions. The extent of the Council's liability to the hirer for any loss, damage, claims or expense (whether due to the Council's negligence or otherwise) is limited to the booking fee.

Privacy Act 2020

You acknowledge that the Council is collecting the information in this booking for the purposes of credit approval, establishing credit limits and administering your account. This may require information to be provided to other Business Units within the Council, the Council's solicitors, external debt collection agencies, credit reporting and other agencies required from time to time to be involved in the administration of your account or enforcement of this agreement. You authorise any person or company to provide the Council with such information required to administer and enforce this agreement.

Terms and Conditions of Payment

Unless these Terms and Conditions provide otherwise, you must pay all fees and charges owing to the Council under this agreement by the 20th day of the month following the date the invoice is issued.

Where payment is not made, you agree to pay the Council:

- Interest calculated daily at the rate of 15% per annum on all overdue amounts from the date of default until all overdue amounts are paid to the Council
- All costs and expenses (including debt collection fees or legal fees), incurred by the Council in seeking to recover the overdue amount
- An administrative fee of either 10% of the overdue amount or \$300 (whichever is less) as a contribution towards the Council's internal administrative costs incurred in seeking to recover the overdue amount
- You are not entitled to withhold any monies that are due and owing to the Council
- The Council is entitled to apply all payments received from you, first in reduction of interest and costs and then in reduction of any amounts invoiced.

Payment shall become immediately due without notice if:

- You breach this agreement, or any term of any Permit granted as a result of this Application
- You are a company and a liquidator, or receiver, or a statutory manager is appointed, or the company amalgamates without the prior written approval of the Council
- Any judgement remains unsatisfied against you for seven or more days
- You become insolvent, make an assignment or compromise for the benefit of your creditors or cease to carry on business.

If any person uses your account, you will be liable for all amounts outstanding under this agreement.