



Wellington Gardens

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

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

BOOKING CONTRACT

Contacts

Treehouse Visitor Centre: (04) 499 1400
WCC Call Centre: (04) 499 4444

Treehouse Seminar Room Terms and Conditions of Use

The Treehouse Seminar Room is equipped with a range of facilities to support your meeting or event:

- Large projector screen
- Projector – **available for hire at an additional charge**
- Three large wall-mounted whiteboards
- Moveable whiteboard
- Flipchart stand
- Window blinds for light control
- Balcony with scenic views
- Commercial Nespresso machine with unlimited pods – **additional charges apply**
- Fridge and hot water urn
- Cleaning products for post-event tidy-up
- Hand sanitiser, tissues, and alcohol wipes
- First aid kit
- Extension cord and multi-box
- Kitchen cubby with cutlery, plates, and basic kitchenware
- Secure, unlimited internet access – password provided
- Limited access to staff kitchen – dishwasher and sink only
- Please note: Stationery items are not supplied

Conditions of Use

Your booking for the Treehouse Seminar Room on the specified date and time is confirmed. Please review all booking details carefully, as it is your responsibility to ensure all information is correct.

- The Seminar Room is located adjacent to the Treehouse Visitor Centre and Gift Shop.
- Operating hours are **8:00am to 4:00pm**, Monday to Friday.
- The hire applies to the Seminar Room only; the public areas are not available for use.
- There are no additional indoor breakout spaces. Any activities requiring extra space must be held outdoors, away from main thoroughfares.
- Your booked time must include both setup and pack-down/clean-up.
- The room must be vacated by **4:00pm**, as the Treehouse and lift facilities close at this time.
- Limited access to a staff kitchen is available for **dishwasher use only**. Food preparation, heating, or cooking is **not permitted**. Food preparation to be self-contained in the Seminar Room.
- Catering is not provided. Please arrange external catering if required. Instant coffee, milk, and a selection of teas are available. **Note:** Coffee plungers are not permitted.
- The hirer is responsible for any damage or loss to property, furniture, fixtures, or equipment. Any damage or loss discovered after the hire period will be charged to the hirer.
- A cancellation fee of **\$100.00** applies to any cancellations made after booking confirmation.
- There is **no vehicle parking** at the Treehouse. Coupon parking is available on Glenmore Street.
- Stationery is **not provided**. Please bring your own supplies as needed.



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Cleaning and Waste Disposal Responsibilities

The hirer is responsible for ensuring the Seminar Room is left clean, tidy, and ready for the next user. This includes:

- All rubbish and recycling must be placed in the bins provided at the conclusion of the hire.
- All food items must be removed or appropriately disposed of.
- Any catering equipment, including plates, must be cleaned and prepared for collection.
- Tables and chairs must be reset to their original layout.
- Tables must be free of food and surfaces cleared.
- All used dishes (cups, cutlery, plates) must be loaded into the dishwasher provided.
- Any remaining food must be placed in the bin or taken with you.
- Ensure all catering items are collected by 4:00 pm, as the venue may be booked the following morning.

Failure to comply with these requirements may result in a cleaning fee of \$113.00 being charged to the hirer.

Health, Safety and Standards of Behaviour

- 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, occupancy limits of 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
- Any incidents or accidents that occur during your booking must be reported to the Treehouse Visitor's Centre 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.



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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.

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.

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.



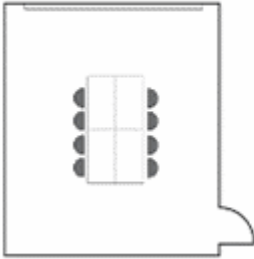
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Please indicate the layout preferred for your meeting (Circle your preferred)

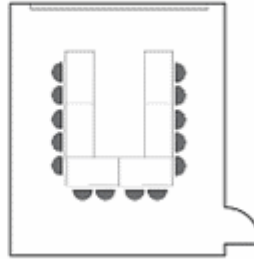
Boardroom



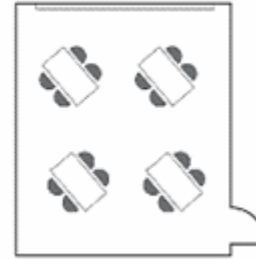
Theatre



U Shape



Cafe



By ticking the Terms and Conditions box on the booking page, the individual confirms that they have read and, on behalf of the hirer, agree to be bound by this Rental Contract and the Terms and Conditions contained herein.