



Pakuranga Athletic Club

Clubroom Hire Terms and Conditions

Last updated June 2026

Thank you for choosing Pakuranga Athletic Club for your event. Our clubrooms overlook the Yvette Williams Track and Lloyd Elsmore Park and are enjoyed by athletes, families and community groups throughout the year. The facilities are maintained by volunteers, and we appreciate your assistance in helping us keep them in excellent condition for everyone who uses them.

We ask all hirers to read and comply with the following terms and conditions.

1. Booking Approval and Payment

- All bookings are subject to approval by the Pakuranga Athletic Club Management Committee.
- Submission of a booking request does not guarantee that the hire will be approved.
- The Management Committee reserves the right to decline any booking application at its sole discretion and is not required to provide a reason for its decision.
- A booking is confirmed once approval has been granted and any required deposit has been received.
- Full payment, together with any required bond, must be received no later than seven (7) calendar days before the hire date.
- If payment has not been received by this date, the Club may cancel the booking and make the facility available to other hirers.
- Access instructions will be provided once all fees and any required bond have been paid in full.
- The person making the booking and signing this agreement must be at least 25 years of age.

2. Bond

A refundable bond may be required at the discretion of the Club. The bond helps cover any costs associated with:

- Damage to the building, grounds or equipment.
- Additional cleaning beyond normal expectations.
- Rubbish removal.
- Security call-outs.
- Breaches of these terms and conditions.



Any bond will normally be refunded within 7-10 days following the event, subject to inspection of the facilities. Where costs exceed the value of the bond, the hirer will be responsible for any additional costs incurred.

3. Being a Good Neighbour

Our clubrooms are located within Lloyd Elsmore Park and close to residential properties. We ask all hirers and guests to help us maintain positive relationships with our neighbours by:

- Keeping noise to a reasonable level. (All music must cease by midnight.)
- Respecting other users of the park.
- Leaving the venue quietly at the conclusion of the event.
- Ensuring guests park considerately and depart promptly.

4. Access and Security

- Access instructions will be provided prior to the event.
- The hirer is responsible for the security of the building during the hire period.
- Before leaving, please ensure the building is secured and the alarm activated.
- The hirer must provide a contact phone number and ensure they are contactable for the duration of the hire period.
- Authorised Club representatives may enter the premises during the hire period for reasonable purposes including security, safety, maintenance or to investigate any concerns relating to the use of the facility.

5. Capacity and Use of Facilities

- The maximum occupancy of the clubrooms is 120 people unless otherwise agreed by the Club.
- The facilities are only to be used for the purpose outlined in the booking application.
- Bookings may not be transferred to another person or organisation without prior approval from the Club.

6. Looking After the Clubrooms

We ask hirers to leave the clubrooms in the same condition they were found so they are ready for the next group to enjoy. Before leaving, please ensure:

- Tables and benches have been wiped down.
- Any spills have been cleaned up.
- Crockery, cutlery and kitchen equipment have been washed and returned to cupboards.
- Tables and chairs have been returned to their original locations.
- Decorations have been removed.
- Floors have been vacuumed or swept if required.



- Lights, heaters and electrical equipment have been switched off.
- Doors and windows have been secured.

A standard cleaning cost will be charged for all bookings. Where additional cleaning is required, the cost may be deducted from the bond.

7. Rubbish and Recycling

To help keep the facility tidy and minimise costs for the Club, hirers are asked to provide their own rubbish bags and remove all rubbish at the conclusion of the event. This includes:

- General rubbish.
- Recycling.
- Food waste.
- Empty bottles and cans.

Any costs incurred by the Club for rubbish removal may be deducted from the bond or invoiced to the hirer.

8. Smoking, Vaping and Open Flames

For the comfort and safety of all users:

- Smoking and vaping are not permitted inside the clubrooms.
- Guests who smoke outside are asked to dispose of cigarette butts responsibly and avoid smoking near entrances.
- Candles, fireworks, smoke machines and other open-flame devices may only be used with prior approval from the Club.

9. Alcohol

The Club holds a club liquor licence; however, this licence does not automatically extend to private hirers. Where alcohol is being supplied:

- The hirer is responsible for ensuring all legal requirements are met.
- A Special Licence may be required where alcohol is being sold, where an entry fee is charged, or where donations are collected and alcohol is supplied.
- The Club Secretary or Treasurer can provide guidance regarding Special Licence applications.
- Where a Special Licence is required, a certified manager or approved responsible person must be on duty throughout the event.
- Where a Special Licence is required, the Club may request details of the food and non-alcoholic beverages that will be available.
- Alcohol service must cease by 11.30pm.



- Alcohol should only be consumed within approved areas of the premises (inside the building, on the deck and on the cobblestone areas).

The Club encourages responsible alcohol consumption and safe transport arrangements for all guests.

10. Decorations and Set-Up

We welcome decorations that help create a memorable event. To help protect the building:

- Decorations may be attached to rafters or approved hanging points.
- Please avoid attaching items to painted surfaces, windows, ceilings or doors.
- Club signage, displays and property should remain in place.
- All decorations should be removed at the end of the event.

11. Music and Entertainment

Hirers are welcome to provide their own sound system and entertainment. To ensure everyone can enjoy the venue:

- Please keep noise at a reasonable level throughout the event.
- Outdoor music should be minimised after 10.00pm.
- All music and entertainment must conclude by midnight.

12. Hours of Hire

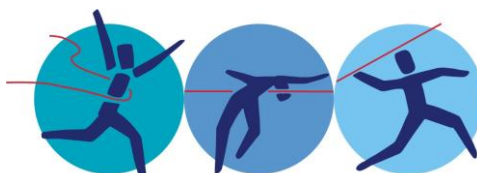
Unless otherwise agreed:

- Events may operate during the approved hire period specified in the booking confirmation.
- Events must conclude by midnight.
- Guests should leave promptly and quietly following the event.
- The car park should be vacated by midnight.
- Hirers may remain briefly after the event to complete cleaning and secure the premises.

13. Health and Safety

The safety of guests is important to both the Club and the hirer. Please ensure that:

- Emergency exits remain clear and accessible at all times.
- Fire safety equipment remains unobstructed.
- Children are appropriately supervised.
- Any accidents, injuries or property damage are reported to the Club as soon as practicable.



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14. Twenty-First Birthday Celebrations

Twenty-first birthday celebrations will generally only be approved for current club members or their immediate families or on referral from a club member. Depending on the nature of the event, the Club may require:

- Additional adult supervision.
- Professional security personnel.
- An increased bond.
- Additional event management measures.

Any specific requirements will be discussed during the booking process.

15. Lost Property

- Any property left behind after an event will be held for a reasonable period. Unclaimed items may be disposed of or donated at the Club's discretion.

16. Damage and Personal Property

The hirer is responsible for:

- The conduct of guests attending the event.
- Any damage to the building, grounds, fixtures, fittings or equipment occurring during the hire period.
- Any costs incurred by the Club as a result of breaches of these conditions.

While every care is taken, the Club cannot accept responsibility for loss, theft or damage to personal property brought onto the premises.

17. Cancellations

If plans change, please let us know as early as possible.

- Cancellations more than 14 days before the event will receive a full refund of any fees paid, less any administration costs already incurred.
- Cancellations made between 7 and 14 days before the event will receive a 50% refund.
- Cancellations made within 7 days of the event are generally non-refundable unless the Club is able to secure an alternative booking for the same date.

18. Circumstances Beyond Our Control

Occasionally circumstances arise that are outside the control of either the hirer or the Club such as severe weather, power outages, emergency situations or facility closures. In such circumstances, the Club reserves the right to cancel or postpone a booking. Any fees paid will be refunded in full.



19. Club's Right to Refuse or End a Hire

The Club reserves the right to refuse or end a hire arrangement where:

- Information provided during the booking process is inaccurate or misleading.
- These terms and conditions are not being followed.
- The safety of guests, Club members, neighbours or property is at risk.
- Illegal activity is occurring on the premises.

The Club will endeavour to resolve any issues cooperatively wherever possible.

20. Acceptance of Terms

By confirming a booking, the hirer acknowledges that they have read, understood and agree to comply with these Terms and Conditions and accept responsibility for the conduct of all guests attending the event.

Name	
Organisation (if applicable)	
Date of hire	
Hirer signature	
Date	
Signed on behalf of club	
Club position held	
Date	