



**WELLPARK**  
COLLEGE OF NATURAL THERAPIES

## Wellpark College of Natural Therapies

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## WELLPARK COLLEGE ROOM HIRE AGREEMENT

### To whom it may concern

Thank you, for your inquiry regarding room hire.

Please see information below about Room Hire Prices, Terms and Conditions of Room Hire and which room to book.

Wellpark College of Natural Therapies reserves the right to cancel any application for hireage.

### Booking a Room Hire Prices

To hire a room, please read through the **Booking a Room Hire Prices** and **Terms and Conditions** below. Request a [Booking Form](#) from Wellpark College Reception [reception@wellpark.co.nz](mailto:reception@wellpark.co.nz). Complete the Form and submit it with a 50% deposit of room hire costs and bond. A receipt will be sent when the deposit and bond is paid. Confirmation of the booking is subject to a signed agreement of the terms and conditions listed below. The confirmation date of your booking is the date that the agreement is signed by Wellpark College of Natural Therapies and the hirer. Payment of the full amount (rooms and resources) is to be paid at least three days prior to the event start date. Your time selected must include Setup, RESET & Cleanup.

**Room Hire Prices (and Bond payment) are listed in Table 1 below.**

### Minimum charge

- There is a minimum charge of 3 hours at \$25.00 per hour + gst per booking with the minimum hire time chargeable subject to the Terms and Conditions that are listed below.
- A bond payment is \$75.

### Off-peak discount

- We offer a 20% discount for Full day off peak times outside of normal College teaching times (for example annual Term and Semester breaks). The same discount applies for a Public Holiday.

9.30am - 8.30pm      Monday to Friday

9.30am - 4.30pm      Saturday and Sunday

### Regular hirer discount

- We offer a 20% discount off the standard hourly rate to regular hirers.
- Regular hirers are individuals and organisations who hire our rooms ten times or more over the financial year (1 July to 30 June).

## **Terms and Conditions of Room Hire**

If you would like to hire a room, or rooms, you are required to book well in advance. Bookings are on a first-in-first served basis. You will need to request a specific room(s) in your Booking Form. If that room is unavailable and if we can, we will book you into a different room. Alternative charges may apply (See Room Hire Prices Table).

### **Cancellations and rescheduling dates**

Wellpark College has the priority of all room bookings. Occasionally, due to an overflow of Wellpark College class numbers for our practical or immersion sessions, extra room space is required. On rare occasions we will regretfully cancel or request that you reschedule a room booking due to this. We will provide you with as much notice as feasible and if not rescheduled, a full deposit and bond will be refunded.

In event of the hirer cancelling or rescheduling a confirmed booking, please take note of the deposit and bond refund policy:

### **Deposit refunds**

- Over 2 month out from confirmation date: full refund of deposit
- Over 4 weeks out from confirmation date: 80% of deposit refunded
- Over 2 weeks out from confirmation date: 75% of deposit refunded
- Over 1 week out from confirmation date: No refund

### **Bond refunds**

- Some bonds are not refundable.
- The bond is *not* refunded if a cancellation by the hirer occurs.
- The bond will be moved to the next preferred booking if a reschedule occurs.
- For confirmed bookings, a bond is only refundable after College administration has inspected the space of hire-age & upon NO DAMAGE or cost incurred to the College.

### **Room vacancy (Key collection and return, attendees, set up, RESET and cleanup conditions)**

A total maximum of 100 people are a permitted on the College premises at any one time.

Event numbers may not exceed the room number capacity for health and safety purposes.

Please advise us on the Booking Form, how many participants/attendees are expected.

Keys must be collected by the hirer from Wellpark College Reception prior to the event and during College working hours (M-F, 8.30am-4.30pm). Please leave sufficient time for a Sign In/Sign Out and Health and Safety briefing and a walk through the facilities. Additional time must be booked by the hirer if the hirer requires technology and technology support.

Keys and Sign in/out sheets must be returned to the key drop box outside Prema Clinic or Reception directly after the event. There is a \$25 charge for each key that is not returned within two working days.

### **Rooms, resources and equipment hire and liability**

For confirmed bookings that go ahead for times other than weekends, a bond is only refundable after College administration has inspected the space of hire-age & upon NO DAMAGE or cost incurred to the College.

### **Liability**

Wellpark College does not take responsibility for hirer resources and equipment. Total liability for any and all damage occurring to rooms, resources and equipment during the period of hire at Wellpark College, is the responsibility of the hirer.

Wellpark College will inspect all rooms, resources and equipment prior to and after the event and will advise the hirer of any damage costs that are incurred through the event. Damage costs are to be invoiced by the College and paid for within seven working days by the hirer.

- Heating, toilets and general cleaning and maintenance are part of the room hire agreement.
- Tables and chairs are part of the room hire agreement.
- Wellpark College can hire massage tables and massage chairs. Please inquire about availability and costs prior to completing your booking.
- For all hirers, use of technology requires a Wellpark trained technician. Technology support requires an additional one-off charge of \$50. The technician cost is \$40 per hour with a minimum charge of 1 hour per visit.
- All rooms have sinks and H&C water. The use of separate kitchen facilities (including stove, fridge, dishwasher, kettle, crockery & cutlery) requires an additional one-off charge of \$25. (We do not supply coffee, tea, milk, sugar or other beverages or food.)

All equipment and facilities where hired must be safely stored back in the locked up classroom or in a cupboard as per arrangement made with Wellpark College Reception.

### **Kawaipurapura Campus hours of access, car parking, security and health and safety**

Wellpark College of Natural Therapies is located on the Kawai Purapura campus, 14 Millis lane, Albany North Shore, Auckland 0632.

Campus gates are open 24/7.

Kawaipurapura Campus does not provide car parks for Wellpark College hirers or attendees. All cars are to be parked at Hooten Reserve. Cars and their contents are parked there at the car owners risk. (Please note that the Kawai Purapura campus holds intermittent Festivals and retreats and car parking conditions are variable).

There is a total non-smoking/non-alcohol ban on Kawai Purapura campus and in the Wellpark College areas.

Hirers and attendees are welcome to enjoy the ambience of the Kawai Purapura campus that includes yearlong nature walks, a swimming pool/spa/sauna (in season\*) and a reasonably priced café\*. \*Please note these are not Wellpark run facilities, and we cannot otherwise include them in our hireage terms and conditions or pricing.

Hirers and all attendees are to respect and avoid marked private residential areas.

For health and safety reasons, prior to departing after the event, the hirer is to ensure everyone has vacated the Wellpark College area.

All visitors to Wellpark College are required to sign in at the beginning of the day and sign out at the end of the day. If the event is for more than one day, the hirer and attendees will need to sign in and out daily.

Evacuation guidelines are to be described to all attendees at the commencement of the event.

Security and health and safety are at the hirers' risk.

### Feedback, noise and communication

Please note all communications both in the hireage process and in all communication in and about the event is expected to be conducted in accordance with the Wellpark College Code of Ethics.

We trust that your workshop or event will be successful and welcome any feedback you may wish to share with us.

We also value your feedback on the room hire process. We will provide short feedback forms about your usage of the rooms. Please request that your participants also complete them and hand them back in to Reception.

Kawai Purapura campus also houses residents and conducts other workshops and events. In addition other hirers may have the use of the Wellpark facilities at the same time. For these reasons, noise is to be kept to a modicum, no loud noises or music at any time is allowed.

For Kawai Purapura accommodation options please go to the [Kawai Purapura website here](#)

Table 1 – Hire pricing and charges (gst not included)

Room	Capacity	Resources and equipment in the room	Minimum 3 hrs. (also for week day after hours 5.30pm – 8.30pm) <i>See discount options</i>	Single weekend day (Saturday or Sunday)  ½ day (3 hours) 9.30am -12.30 or 1.30am - 4.30pm	Single weekend day (Saturday or Sunday)  Full day (9.30am-4.30pm) <i>See discount options</i>	Full weekend Two full days (9.30am-4.30pm)  Separate charge for Friday evening 5.30-8.30pm when available
Kereru	10	Tables Chairs Activpanel technology Whiteboard Heating Sink and water (H&C)	\$75	\$125	\$75	\$225
Ruru	10	Tables Chairs OHP and sound technology Whiteboard	\$75	\$125	\$75	\$225

		Heating Sink and water (H&C) NO outside windows				
Piwakawaka	12	Tables Chairs ActivPanel technology Whiteboard Heating Sink and water (H&C) Near Prema Clinic	\$75	\$125	\$75	\$225
Tui	12	Tables Chairs OHP and sound technology Whiteboard Heating Sink and water (H&C)	\$75	\$125	\$75	\$225
Pukeko	16	Yoga floor – no outside shoes Tables Chairs OHP and sound technology Small whiteboard Heating Sinks and water (H&C)	\$100	\$135	\$85	\$250
Tui & Piwakawaka - remove dividing doors	20		\$125	\$145	\$125	\$350
Boardroom	10	Tables Chairs Computer, mics, Zoom and sound technology Whiteboard	\$75	\$95	\$75	\$175

### Other technology resources and equipment for hire

#### Technology

Please note, a technician is required for the initial set up of all technology resources, and any further trouble shooting (Please check with Reception at least 3 days prior to the event if you require technology).

- Activpanel technology – large screen (embedded hard drive, interactive capability for sharing screens and Zoom)

- OHP (PPTX) and sound technology - smaller screen (can be connected by personal USB or laptop)
- Interactive capability for Zoom (personal USB may be required for PPT. display)
- FREE WIFI is available. Request User Name and password on confirmation of your booking.
- Sound systems & microphones

### Equipment

- Massage tables (oils, waxes or draping **not** included) (\$35 each)
- Massage chairs (\$10 each)
- Screens (\$No charge – just let us know)
- Anatomical charts and models (\$10 per chart/model)
- Yoga equipment (bolsters, blankets, blocks, straps) x 10 sets (\$5 per prop)

### Advertising for your event

On approval from Wellpark College Management and Marketing Teams, we are happy to assist with your fliers by placing them on our notice boards and in electronic form on our social media platforms. The Teams will take into account the course/workshop fit and/or any direct competition or conflict with Wellpark College programmes). Print copy fliers and electronic versions are to be supplied to Reception up to two weeks prior to the start date of the confirmed event (**we do not print fliers or notices for you**). Any fliers or notices that go up on our Notice Boards without Reception date stamping them will be removed. All relevant fliers etc. will be removed after the last date of the event.

### BOOKING TERMS - AGREEMENT

**As a hirer of a room (or rooms) at Wellpark College of Natural Therapies, I agree to the following Terms and Conditions:**

- I have listed the correct dates and requests for rooms and resources.
- I agree to all hireage prices, terms and conditions for Wellpark College rooms as laid out in the documents.
- I have read and understood Kawaipurapura Campus hours of access, car parking, security and health and safety terms.
- Your time selected must include Setup, RESET & Cleanup. If you require additional time (\$25 ph), please advise us.
  - I require additional time for set up, RESET and cleaning (number of hours)
  - I do not require additional time for set up, RESET and cleaning
- Opening, closing the room and disarming/re-arming the alarm is the responsibility of the hirer and not Wellpark College.
- Doors and windows are to be closed, lights/heating, off and the room returned to its original layout - this is the responsibility of the hirer and not Wellpark College.

- Rooms, including tables, chairs and equipment (see Technology conditions separately) set up, RESET and cleanup is the responsibility of the hirer and not Wellpark College.
- Rubbish removal is the responsibility of the hirer and not Wellpark College; with rubbish to be placed in respective recycle bins or if large, removed on departure.
- I have read the Wellpark College Code of Ethics, and all communications both in hireage process and in all communication in and about the event is to be conducted in accordance with it.
- In respect of other residents and users of the Wellpark College facilities, noise will be kept to a modicum, no loud noises or music at any time is allowed.
- Prior to departing after my event, I will ensure everyone has vacated the Wellpark College area.
- On approval, I would like to drop off print fliers or send e-fliers for this Event to go on College Notice Board and social media platforms two weeks form my event's start date.
  - Y
  - N

Thank you for treating the people, facilities and resources with respect and courtesy while you are here and we trust you have a rewardingly constructive and enjoyable time.