



South Auckland Muslim Association Inc.

26 Mangere Rd, Otahuhu, Auckland, NZ P.O. Box 22807 Otahuhu, Auckland Ph: (09) 276 6725

Email: secretary.sama@xtra.co.nz Web: www.sama.co.nz

Facebook: [SOUTH AUCKLAND MUSLIM ASSOCIATION – SAMA](https://www.facebook.com/SOUTH.AUCKLAND.MUSLIM.ASSOCIATION-SAMA)

CONVENTION CENTRE HIRE AGREEMENT

THE MOSQUE IS PROUD OF ITS ENVIRONMENT AND SURROUNDING
PLEASE HELP US MAINTAIN THE SAME

Conditions of Hire:

Costs:

- The cost to hire the entire Convention Centre (upstairs & downstairs) is \$1300.00 including cleaning.
- The cost to hire either the downstairs or upstairs only is \$650.00 including cleaning.
- The bond is \$500.00 and is required at the time of confirmation of booking of the venue.
- Any damage is the responsibility of the person or family hiring the convention centre. Any callouts for security or fire alarms are also the responsibility of the hirer

Bookings:

All booking is to be made with the President and or nominated individual and the booking is only secured after the physical viewing of the convention centre and signing a contract and payment of bond at the same time.

Payment:

A part payment of 20% of the total hire charge is required three weeks prior to the event date and the full payment is required seven days prior to the use of the convention centre for the booked purpose.

Bond:

- The bond money once paid will only be refunded after the use of the convention centre and the inspection by the authorised person from SAMA convinced of the good state / condition of the venue.
- The bond will not be refunded if the hirer decides to cancel the booking within one month of the event booked for. That is any cancellation less than 30 days prior to the event date, the bond will not be refunded.
- Any damages noted to the convention centre / kitchen and furniture after the use of the convention centre the repair / replacement cost will be deducted from the repaid bond.

Decoration:

No decorations are allowed on any painted walls or ceiling. No Sellotape / sharp pins and or nails are allowed on the walls of the convention centre inside or outside.

Parking:

All vehicles are to be parked in the Mosque parking area. No cars are allowed to park in the driveways as this has to be kept accessible for emergency vehicles.

We also provide Services:

SAMA Dawah **SAMA** Youth **SAMA** Women's Wing **SAMA** Funeral Services
SAMA Madrasa **SAMA** Welfare **SAMA** Interfaith

South Auckland Muslim Association Convention Centre Hire – Terms & Conditions

1. Conduct of every function held in and around the Convention Centre must comply with South Auckland Muslim Associations rules and regulations
2. The Convention Centre must not be Sub-let.
3. The hirer is responsible for ensuring that before leaving the Hall:
 - a. The entire premises including the car park is free of any major rubbish.
 - b. All rubbish is moved to the Big rubbish bin or removed from the site.
 - c. The hall furniture is stacked and returned to the storage area.
 - d. All lights and electrical appliances are turned off.
 - e. The kitchen floor temporary cover is removed and binned.
 - f. The toilet is cleaned of all rubbish.
 - g. All windows and doors are securely closed.
 - h. NO furniture is to be dragged on the floor in the downstairs section of the convention centre. Any drag marks or damage to the vinyl, the repair cost will be forwarded to the hirer.
4. The installation / dismantle and movement of the stage will be done by SAMA appointed individual. The stage is not to be moved once erected. The hirer is to advise the SAMA representative the positioning of the stage three days before the event.
5. **Damages:** Damages if any found during the combined inspection of the hirer and SAMA representative after the event, the hirer will have to pay the repair cost of any such damage. All damages at the time of the event are to be reported to the SAMA representative straight away.
6. Consumption of kava / alcohol or drugs is prohibited in or around the Convention Centre and Mosque Compound is prohibited and any breach of this clause will result in immediate closure of event and patrons evicted from the premises.
7. Smoking is only allowed in the designated area as marked and displayed. No smoking in the venue or around the Mosque compound either then the designated area.
8. SAMA accepts no responsibility of any losses or liabilities incurred by the hirer or users of the Convention Centre.
9. Provisions of First Aid will be the responsibility of the hirer.
10. Kitchen use is permitted for all hire. The kitchen has to be left in the condition its was provided at the time of hire.
11. The hirer acknowledges that the hirer has no right to the exclusive use of the facility. Functions relating to the mosque will get priority.
12. No Convention Centre Furniture is to be removed out of the centre at any time.
13. In the case of an alarm activation the security company's details provided needs to be called immediately. Any cost incurred with a patrol sent to the venue for alarm activation will be payable by the hirer.
14. The use of sound systems to be agreed upon by the hirer and not kids are allowed to play with the sound system. Any damage to the equipment will be charged for to the hirer.
15. **General Safety and Security – Please ensure that all safety precautions (as required by law) are taken to eliminate injury to persons and damage to premises and equipment. Please ensure that rooms or areas that are not part of this hire-age agreement are not entered into and that doors remain lock. Any tempering to these areas will have costs passed on to the hirer.**
16. **South Auckland Muslim Association Convention Centre is adjacent to Masjid Al – Mustafa and no loud music or any sort will be allowed. The Namaaz times are to be adhered too by all persons at the event.**

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Convention Centre Hire Agreement:

Date: / / 20.....

Agreement #:

Parties:

1. South Auckland Muslim Association, 26 Mangere Road, Otahuhu

2. Hirer:

Name:

Address:

Suburb: City:

Mobile #: 2nd Contact #:

Email Address:

Name of Person (s) Responsible:

Schedule of Principle Terms:

- 1. Facility Hire: Full Convention Centre / Upstairs Only / Downstairs Only / Stage
- 2. Date of Event: 3. Reason for Hire:
- 4. Bond Payment: \$..... 5. Date of Payment:/...../..... 6. Receipt #:
- 7. Deposit Payment: \$..... 8. Date of Payment:/...../..... 9. Receipt #:
- 10. Balance Payment: \$..... 11. Date of Payment:/...../..... 12. Receipt #:

Payments are to be made in cash and our online on the account number provided at the time of booking

South Auckland Muslim Association agrees to allow the hirer the right to use the Facility specified in the Schedule ("The Facility") upon acceptance of the terms and conditions of the Agreement.

Signed on behalf of
 South Auckland Muslim Association:
(Name) *(Signature)*

Signed by the Hirer:
(Name) *(Signature)*