

AUCKLAND BRIDGE CLUB INC RENTALS & SPECIAL EVENT POLICY

To ensure everyone renting the premises of Auckland Bridge Club are aware of our policy and procedures, please carefully read the following so compliance with the law, attendees health & safety and general operational expectations are understood.

Check if you need an alcohol special licence for your event [here](#)

You absolutely need an alcohol special licence if you are:

- selling alcohol at your event
- charging an entry fee, or collecting donations, where alcohol is being supplied for free

The Auckland Council can only issue special licenses for events where alcohol will be sold.

Auckland Bridge Club does **not allow** **BYO** alcohol for special events.

If you do need a license you will need to submit your application to Council with **at least 22 working days** before your event. Details will also need to be supplied to AKBC as per the form next page.

When submitting an application you will need:

- **Details** of the type of event you are having and days and hours you are selling alcohol.
- The number of people you expect to attend the event.
- How you will promote responsible drinking (an alcohol management plan) for events of more than 400 people - see [Write a host responsibility policy](#) on the Auckland Council Website.
- Completed application form.
- A copy of the site layout or area and marquees if the event is outside.
- A copy of the floor plans highlighting restricted or supervised areas and the main entrance.
- An application for landlord consent

Health & Safety - Risk Assessment

There are good resources on the government Work Safe site [here](#)

APPLYING TO COUNCIL FOR A SPECIAL LICENSE? PLEASE ADVISE AKBC

Todays date

Name of Event Hosts

Applicant Details

Contact person

Designation

Contact number

Email

Postal address

Date of Event

Name of Event

Start time

End time

Open, Membership or Private function

Expected number of people attending

Have you previously had a special licence application declined?

Please indicate what actions, plans and processes will be implemented for the following:

- Catering arrangements
- What else is to be sold e.g. food, non-alcoholic drinks;
- the availability of free water
- Noise minimisation plans
How will you promote good behaviour to maintain levels of noise and reduce nuisance and vandalism; How will you deal with unruly behaviour; the type and frequency of training for you and your staff Security precautions
- Health and safety plan; steps that you'll take to promote the safe consumption of alcohol; steps that you'll take to ensure that the requirements of the Act are met in relation to the sale of alcohol to prohibited persons (i.e. minors and intoxicated people)

AUCKLAND BRIDGE CLUB FIRE EMERGENCY SCHEME

Fire evacuation procedures for the Auckland Bridge Club Inc.

Please note **North** and **South** are indicated by 'N' and 'S' respectively on the interior walls of both playing rooms

If you discover a fire

- **Warn** occupants in the immediate area
- **Operate** the nearest fire alarm switch
- Call Fire and **Emergency on 111** from a safe phone
- Go to the outside **assembly point** – South end of the carpark by the white concrete wall
- **Report** to the Chief Warden at the main entrance and pass on any relevant details about the fire

If you are warned of a fire

- **Activate** the nearest manual call point if the alarm is not already sounding.
- **Assist** others to evacuate if required.
- **Go** to the outside assembly point – South end of the carpark by the white concrete wall. No-one should re-enter the building until all clear has been given by Fire and Emergency NZ.

When making a 111 call

- If possible, use **a mobile phone outside the building** or a phone in a safe area out of earshot of the alarm
- Ask for **Fire**

You will need to provide the following information:

- Building name **Auckland Bridge Club**
- Building address **273 Remuera Road – access to carpark via 1 Armadale Road, Remuera**
- Nearest intersection which is the **corner of Remuera & Armadale Roads**
- **The nature of the emergency** Smoke or Fire detected

General evacuation information

When the fire alarm has sounded, the **Chief Warden** will take charge of evacuating the building and instructing everyone to leave. Do not take any items out – leave immediately

Fire Warden put on the high-vis vest located at the main entrance door

- **Enlist** helpers (duty wardens) to clear the building if safe to do so
- **Wait** outside the main entrance. Ensure no one tries to enter the building.
- **Ensure** that a 111-emergency call has been made. If there is any doubt, make another call.
- **Receive** notifications from Duty Wardens as they exit the building.
- **Once** all Duty Wardens have evacuated, proceed to the place of safety outside – South end of the carpark by the white concrete wall. This is to ensure clear access for Fire & Emergency.
- **Report** all known information related to Chief Fire Officer on arrival to advise the status of the evacuation ie: everyone evacuated, first noticed smoke/fire in what part of the building ...

AUCKLAND BRIDGE CLUB FIRE EMERGENCY SCHEME

Wardens Duties

If alerted to a fire: Sound the Fire Alarm (if not already sounding) by activating a manual call point (by the entrance door).

- Direct all upper floor occupants to **evacuate the building** to the place of safety outside – South end of the carpark by the white concrete wall . Use the microphone (located at the front of the room) if needed.
- Check all upper floor areas (including restrooms and storage rooms) to ensure all occupants have evacuated. **Ensure doors are closed as you exit the building.**
- **Turn off electrical appliances if it is safe** to do so.
- Proceed to the ground floor and check **all ground floor areas** (including changing rooms) to ensure all occupants have evacuated.
- **Help** any occupants who may require assistance evacuating, to get to the place of safety outside
- **Report** to the Chief Warden at the main entrance to confirm that all occupants have evacuated and are accounted for
- **Proceed** to the place of safety outside – South end of the carpark by the White Concrete block wall.

Each group that uses the building will:

- **Appoint** a designated Duty Fire Warden and as many Assistant Wardens as needed to ensure a safe evacuation.
- **Ensure** all Wardens are familiar with the building, the location of alarm call points, the exit routes and gathering place outside.
- **Be responsible** for the safe evacuation of all persons from the premises in case of an emergency.
- Take part in **fire emergency training** as required by the building owner.

Maintaining the evacuation scheme

All Hirers and regular users/wardens are required to:

- **Ensure** that all exit ways are kept clear at all times
- **Take precautions** to avoid fires starting
- **Participate** in regular ongoing training where possible



IN THE EVENT OF FIRE DO NOT USE LIFT

ROOM RENTAL

The Club Rooms have two large open plan rooms - upstairs and downstairs.

There is a kitchen on both floors with oven and washing up facilities (please note it is not suitable for full food preparation which should be done off site and brought to the premises. final assembly of food preparation will work well.

- **a lift** to access upstairs in addition to the internal staircase.
- **carparking** for at least 60 cars accessed from 1 Armadale Road, Remuera
- both floors have a 2.5 metre screen, microphone, projector and sound system which can be run from standard laptop computers. click on the link AV instructions to see how to use the equipment.
- **WIFI** internet wireless service with limited capacity
- **Kitchen** Fridge glasses, crockery, cutlery, and some serving platters are available

Club Members qualify for a 10% discount off room rental for your private parties or (non commercial) events.

Room Rental costs (excluding gst) are:

Downstairs \$500 per day | \$400 per half day

Upstairs \$450 per day | \$300 per half day

\$ 45 per hour cleaning fee - a minimum 2 hours is charged

includes toilet sanitisation, vacuuming, mopping, surfaces cleaned, bins emptied

Please note there may be additional charges for consumables, table cloth laundry, housekeeping, damage and breakages.

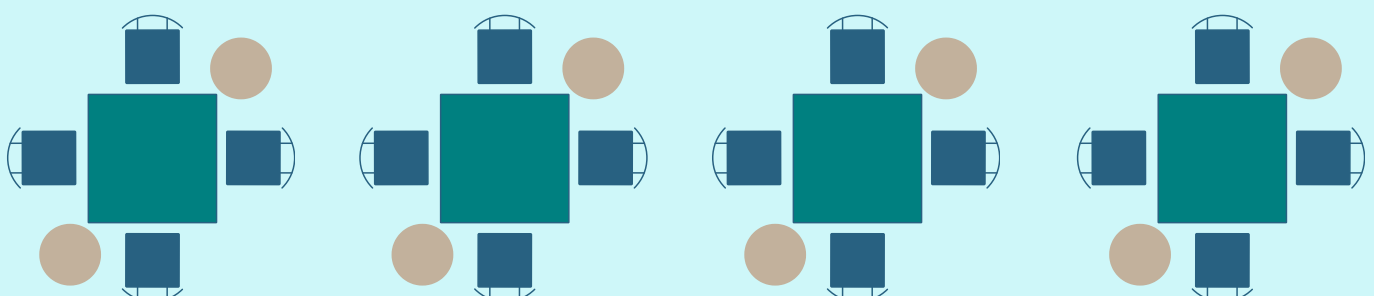
A bond of \$1,000 is required, along with public liability insurance certificate and signing of our rental agreement.

The downstairs room can accommodate up to 150 people, and approximately 100 upstairs depending on the type of event.

HOUSEKEEPING

Failure to comply may result in an extra charge for our staff to rectify: \$40 p/hour or outside contractors rates as required

- All rubbish must be removed including bottles
- Bridge tables and chairs must be repositioned in straight rows, with two side tables per set located NW & SE as per the diagram below
- **Windows closed/latched, Lights, Fans and Heaters off, All Doors Locked, Alarm Set**



Name

has received a key for access to the Auckland Bridge Club (Inc)

Key No: Alarm Code: -----

I will not attempt to duplicate or copy this key. In the event of the key being misplaced, lost or stolen I shall report immediately to the Auckland Bridge Club (Inc) and if appropriate the NZ Police.

I will not lend the key to be in another person's possession without obtaining prior consent of the Auckland Bridge Club (Inc).

The cost of replacing all locks affected by the non-return of the key can be \$2000, and this cost will be paid by you/your group.

I AGREE TO THE FOLLOWING TERMS & CONDITIONS OF THE AUCKLAND BRIDGE CLUB

The Room rental is for the time agreed – half days are considered the morning or the afternoon (not across both).

1. The clubrooms must be left in the same condition in which you found them, clean and tidy. Please arrange the tables and chairs as you found them. NOTHING is to be fixed to the walls.
2. Any excess rubbish generated by your function must be removed by your Group
3. All equipment belonging to the ABC must be left clean
4. Any equipment that is damaged must be replaced to the same size and type and reported to the Manager. Any damage to the buildings or its environs must be repaired and restored by the group concerned.
5. Please do not disturb other groups who may be using the building, or our neighbours - please keep noise to a minimum
6. Children on the complex must be always supervised and not allowed to wander around the property unaccompanied by an adult caregiver.
7. **When leaving the buildings:**
 - Close and secure all windows and doors.
 - Turn off all lights, heaters,
 - Check bolts are in place on double outer doors in main rooms
8. Please note that the outside security lights are automatically controlled.
9. Please ensure that those in charge of your function are aware of Emergency EXITS and Firefighting equipment
10. If rooms are not left as per condition 1 and require additional cleaning the costs will be charged at \$45 per hour. Any tablecloths above reasonable usage that require cleaning will be charged at \$4 per item.

Name

Organisation

Phone

Email

Signature

Office Use

KEY RETURNED

Name

Signature: