



CREATE THE VIBE THAMES HQ AND VIBE SPACE USER GUIDE

Bookings

- Bookings will be considered for community groups/not-for-profits for small meetings, or for a maximum of two weeks for displays.
- An application form is to be completed with all details of the activity clearly stated.
- The container HQ and Vibe space is not to be used for commercial (i.e. no sales are permitted) or political purposes.
- Council reserves the right to accept or decline any booking.
- Fire and Emergency NZ, Police, and authorised officers of Council shall always have access to the facility.

Theft and Security

- Council will not be responsible for loss of money, goods or property occasioned through theft or accident, or failure of light or power.
- Security is the sole responsibility of the hirer.
- The hirer shall be liable for damage done to property.
- The hirer shall be responsible for the behavior of patrons inside the Vibe HQ and Vibe space. (Subject to which area you are hiring)
- Private equipment should be covered by the hirer's own insurance. If not, any damage or loss of goods, cash and personal belongings is the responsibility of the hirer.

Light and Power

- Light and power are to be provided by the hirer if required. This will need to be via an appropriately certified generator. Prior to use of a generator on site, a Site-Specific Safety Plan MUST be provided to Council's Health and Safety Advisor for approval. The generator would need to be located outside the container and of low noise. The exhaust needs to be sited where children can not touch it when hot.
- Once a Site-Specific Safety Plan is approved, a site visit will be required before the generator can be utilised.

Hours of use

- The container HQ and Vibe space is available for hire 9am – 5pm daily; or via arrangement for special events which may occur after hours.
- A key will be provided for the container HQ and code for lock box for Vibe space, which needs to be collected prior to the booking and the key must be returned at conclusion of use.
- If you are planning an event and wish to block off the ANZ carpark, you can only do so during the weekend and after hours.

Cleaning/Rubbish disposal

- It is the hirer's responsibility to remove their own rubbish.
- If the facility is not left clean and tidy, a cleaning charge will apply.

Fire Safety

- The hirer must nominate a Fire Warden on the application form.
- There is a first aid kit and fire extinguisher located in the container HQ.



General

- No cello tape, pins or staples are to be used on walls or windows. Bluetack only.
- No smoking or vaping is permitted in the facility.
- Public toilets are available across the road at the Civic Centre during opening hours.
- The hirer will be held responsible for the level of noise of persons using the facility.
- No alcohol to be sold or consumed at the facility.
- Furniture available for use in the container HQ. (Please note if you do not require the furniture you may remove it so long it is put back in place when you have finished).
 - 2 x tables,
 - 2 x office chairs,
 - Green outdoor chairs and small table
 - 3 x bean bags.
- Furniture available for use in the Vibe space located in modular seating (Lock box built in).
 - Umbrellas x3
 - Road closure retractable fence (to close off ANZ carpark) and
 - outdoor games i.e. Jenga
 - 3m x 6m Gazebo and x4 Sand bags

Facility Management

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