

# Grounded Room Booking Agreement

**Between:**

**And**

**Hirer Name:**

**Hirer Email:**

**Club Name:**

**Date of Agreement:**

## Details of Booking

Room/Space Booked:

Event Name:

Date of Event:

Start Time:  End Time:

Number of Attendees:

Catering Details (if applicable):

Are you hiring any equipment from: **Lincoln IT**  Yes\*  No

**LUSA**  Yes\*  No

*\*Please ensure you have filled out an equipment hire form.*

## Terms and Conditions for the Hire of Venues and/or Service through LUSA.

### Hire Agreement Conditions

#### General

- No booking is confirmed until LUSA has received the Room Booking Agreement signed by the Hirer (on behalf of the Club).
- LUSA permits the Hirer to access and use the Venue for the Hire Period.
- This Agreement does not create any lease or tenancy of the Venue but is merely a license to occupy the Venue for the Hire Period.
- LUSA reserves the right to remove any agents, employees, invitees and/or contractors of the Hirer from the Venue and grounds in the event that those persons break any obligations of the Hirer or engage in any conduct objectionable to LUSA.

#### Alterations to Seating and Stage Settings

- If the hirer makes any amendments to the normal seating or stage setting, they shall return to its original set up at the end of the hire period.

#### Liquor, Smoking

- Unless otherwise approved, the Hirer shall not bring or sell liquor at the Venue. In the event approval is given, the Hirer shall abide by any conditions imposed by LUSA.
- The Hirer is to ensure that smoking or vaping is not permitted inside or outside the Venue

### Cleaning

- Cleaning is the Hirers' responsibility. Rooms are to be left clean and tidy with all rubbish placed in the bins provided and excess waste removed from site. All furniture must be returned to its original position.

### Health And Safety

- The Hirer will ensure a Health and Safety Checklist has been completed for the event/ activity where applicable.

*I have read and understood the Agreement and accept and agree to be bound by its terms:*

SIGNED for and on behalf of:

**Signature**

**Name**

**Club Name**

**Date**

SIGNED for and on behalf of

**LUSA**

**Signature**

**Name**

**Position**

**Date**

### Office Use

Booking Agreement Scanned

Lincworks & SAV Emailed Scanned Copy — [lincworks.help@lincoln.ac.nz](mailto:lincworks.help@lincoln.ac.nz)/[students@lusa.org.nz](mailto:students@lusa.org.nz)

Copy of Booking Agreement Given to Hirer

Staple Booking Agreement into Room Booking Diary