



Dunedin Community House

Room Bookings

Terms & Conditions

Contact Details

Organisation	
Name of Coordinator or Leader	
Cell phone number	
Email address	
<ul style="list-style-type: none">• Please read the instructions listed below carefully so that you fully understand your responsibilities.• We ask that you sign this form in recognition of your understanding and acceptance of the terms and conditions for using Dunedin Community House (DCH) meeting rooms.• Failure to comply with these terms & conditions may result in you being unable to book rooms in DCH.	
I understand and agree to comply with the terms & conditions of DCH	
Signature	
Date	

Entry Tag Issued:	Number:
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Please Note: Entry tags must be returned to reception after the booking unless otherwise arranged.

- Room bookers will be charged \$23 per entry tag for lost or unreturned tags.

DCH Meeting Room Terms & Conditions of Use

Hours

Reception is staffed:

- **Monday to Thursday:** 8:15am to 3:00pm
- **Friday:** 8:15am to 1:45pm.

The DCH space on floors 1, 2 and 6 of 43 Princes St are accessible:

- **Monday to Friday:** 7am to 7pm - After Hours are all other times.

Getting Into the Building After Hours

For After Hours access to the meeting rooms you will need to organise an entry tag with reception staff, DURING RECEPTION HOURS

- Call **03 471 6150** or email info@dch.org.nz to arrange the picking up of an entry tag

You will need to sign for the Entry Tag.

- Entry tags are only given for the specific reason of accessing the building for the purpose of the booked meeting.
- Regular bookers can, by arrangement, hold an entry tag.
- Failure to observe the security requirements may result in no longer having access to DCH after hours.
- Lost entry tags will be charged for at the cost of replacement. In 2023 the cost is \$23 including GST.

Using the facilities

Please take care of any equipment you use; including **only using** whiteboard markers for the whiteboards. Only use whiteboard cleaner on the whiteboards, not general cleaning spray.

If you find anything that is not working or needs attention please let Reception on 1 - Tahi know.

Offices are used at weekends and in the evenings, please keep noise to a reasonable level.

If you'd like the room set up a particular way or have any questions please ask – 03 471 6150 or info@dch.org.nz.

Meeting rooms

Name	Floor	Capacity	Facilities
Rimu	6 - Ono	45	50" TV, projector & screen, VC, hot water in room, whiteboard, white-noise machine
Tōtara	1 - Tahi	22	TV, whiteboard, white-noise machine
Kōwhai	1 - Tahi	16	TV, whiteboard, white-noise machine
Kānuka	6 - Ono	6	TV, whiteboard, door to Rimu, white-noise machine
Rātā	1 - Tahi	4	TV, whiteboard, white-noise machine

Charges

Booking rates are posted at dch.org.nz

- Please contact reception if you are unsure of costs by calling us on **03 471 6150** or email at info@dch.org.nz

Bills are sent out at the end of the month and are payable by the 20th of the month following the booking.

- A booking that is cancelled with one week or less notice may incur charges.
- We will be as flexible as we can but having a booking in the calendar can mean we lose the opportunity for alternative bookings.

Facilities

Wifi

A wifi network named DCH-Guest is available without a password.

Video conferencing

VC facilities can be booked for use in any meeting room at an additional charge.

Toilets

In September 2023:

Toilets are on the stair landing on each floor except 1 - Tahi and 2 - Rua.

- Male toilets are on 6 - Ono.
- Female toilets are on Floor 5.
- Accessible toilet is outside the lift, to the right on Floor 5.

Accessible toilets on each floor are under construction.

Car Parking

No on site parking is available. The nearest public car park is Wilson's Upper Moray Place Car Park at [54 Moray Place, Central Dunedin, Dunedin 9016](#)

Catering

- Tea, coffee, sugar & milk **are** supplied by DCH.
- **We don't offer catering** but can help you find local suppliers, just ask!
- Mugs, glasses, crockery & utensils are available in each kitchen area.
- There are fridges, dishwashers and microwaves in the kitchen on each floor, please use these to wash any DCH dishes you use.

Access

Two lifts run to each floor. There are no steps to meeting rooms or kitchen facilities within the floor.

Room kits

Each meeting room has a kit with:

- An extension cord and multi-box
- Cloth and cleaning spray
- Cable cover

Security

If you are using a room after hours **you are responsible** for building security.

Please ensure the building exits lock behind you out of hours.

- Doors can be unlocked from inside by pushing the green button inside the lobby.
- From outside an electronic entry tag is used by holding the entry tag in front of the scanner located to the left of the sliding door.

Checks to do when leaving your meeting room

1. Your dishes are in the dishwasher in the kitchen area, and it is turned on
2. You have left the room neat and tidy, including:
 - Clean paper and plastic recycling has been taken to the recycling bins in the kitchen area
 - Rubbish is in the meeting room bin
 - If you generate large amounts of rubbish please remove it when you leave. If we have to clear it we may charge you for that.
 - Dunedin City Council bin bags can be left on the kerbside on Princes St.
 - Cloths are available in the meeting rooms and in the kitchen areas
 - Vacuum cleaners are available:
 - 1 - Tahi: In the alcove by the printer
 - 6 - Ono: In the kitchen.
 - Remember to take your things with you
3. No unauthorised people remain in the meeting room or adjacent area
4. All lights and wall heaters are turned off
5. Windows are closed
6. The door is closed behind you when you leave.

Please let Reception know if there were any problems.

Emergency Procedures

In the event of an emergency please call the **Emergency Services on 111.**

- You are at: 43 Princes St, Dunedin Central

If the emergency services aren't needed call the Dunedin Community House out of hours number: **0800 113 172.**

Fire Evacuation Procedures

- Read the Fire Notices posted around the building.
- Let meeting attendees know where the emergency exits are and what to do in the event of an emergency.

Earthquake Procedures

In the event of an earthquake



- Drop, cover and hold.
- Stay indoors till the shaking stops and you are sure it is safe to exit.
- If you are in the lift, drop, cover and hold. When the shaking stops, try and get out at the nearest floor if you can safely do so.
- Expect to feel aftershocks
- Check yourself for injuries and get first aid if necessary. Help others if you can.
- If the DCH building is damaged, try to get outside and find a safe, open place. Use the stairs, not the lift.



Medical Emergency Procedures

- Assess the safety of the person & the accident site if there is one
- Move the person from immediate danger, if needed and if possible
- Call for help
- Give First Aid as required
- If medical aid is required, or if you are unsure **Dial 111** and ask for the Ambulance Service
- Follow their instructions

Emergency equipment

<p>Location of First Aid Kits</p> <ul style="list-style-type: none"> • 1 - Tahi: Kitchenette - Kīhini • 2 - Rua: Kitchenette - Kīhini • 6 - Ono: Kitchen - Whare Kai • 6 - Ono: Rimu meeting room 	
<p>Location of AED</p> <ul style="list-style-type: none"> • Ground floor lobby. 	
<p>Location of Fire Extinguishers</p> <ul style="list-style-type: none"> • Ground floor lobby. 	