

Hugo Community Learning Centre

Bookings are made on a conditional basis and is not confirmed until the guest has reviewed, accepted, and signed the below Terms and Conditions.

Terms and Conditions

1. A 50% deposit maybe required at the time of booking to secure the requested date.
2. For clients reserving multiple dates, a deposit will apply to each scheduled event; however, for repeat or ongoing bookings, we may offer flexible deposit arrangements at our discretion. All bookings are confirmed upon receipt of the applicable deposit.
3. Cancellations made within 5 days of the function date will forfeit the deposit
4. Cancellations made within 48 hours of the scheduled event will incur a charge of 100% of the total booking fee.
5. Smoking or vaping is not permitted anywhere on our premise at any time.
6. Alcohol may not be brought into our premises.
7. The hirer shall be liable for any claim, loss, damage or injury to any person or property arising from this Hire.
8. Room must be returned in original condition, a cleaning fee of \$100 will be charged if excessive mess is left by the hirer.
9. All Fire and Emergency exits are to be always kept clear. On hearing an alarm, please leave the building by the nearest exit and assemble at the gazebo in the carpark at the front of Tōtara Hospice.
10. The hirer is required to remain on site until the conclusion of the event to ensure all responsibilities are undertaken including the setup and pack down of the room.
11. The person completing the form and whose signature appears on the form, is subject to these conditions of hire and must be over 18 years of age.