

New Plymouth Contract Bridge Club	
Rental Policy	
Policy	<ol style="list-style-type: none"> 1. Organisations renting the NPCBC rooms must be approved by the Committee 2. Rental is co-ordinated by the Secretary or Treasurer who organises: <ul style="list-style-type: none"> ◦ access and security ◦ rental agreement (all Leasee's must sign) ◦ evacuation procedures ◦ notification of Cleaners, Treasurer (with details for invoicing) ◦ booking id entered into the gmail dairy 3. Conditions (rules) must be accepted before agreement is given to renting the rooms 4. The Secretary maintains and updates the schedule of Leasee's monthly 5. Rental fees are reviewed 2 yearly
Rental Rules	<ol style="list-style-type: none"> 1. At no time will the club rooms be left unlocked and unattended 2. All windows and doors are secured and the alarm is set when the rooms are vacated 3. The rooms will be left as they were found ie tables and chairs ready for playing requirements 4. No smoking is permitted in the clubrooms within 5bmetres of the building 5. No events where there is dancing or loud music 6. The club's beverages are not part of the rent unless otherwise stated 7. Club members will have access to the Committee room, administration offices and back corridor at all times
Reference	NPCBC Lease agreement
Responsibility	NPCBC Committee
Date:	2/04/19 reviewed May 2021

Rental Prices as at May 2021

Room	Half Day	Whole Day
Small	\$50 + GST	\$100 + GST
Large	\$60 + GST	\$120 + GST
Kitchen	\$30	
Hirage of Boards	\$5 per set	Club members only