

RESPONSIBILITIES OF THE USER

Rubbish - All rubbish generated by the hirer or the hirer's supporters is to be placed into the bins provided. The cost to clear/clean left rubbish will be charged to the hirer.

Damage - A \$500.00 bond against damage may be required. The bond is to be lodged with Mitre10 Park Hawke's Bay no later than a week prior to the event. The bond will be returned only after staff have inspected the site and found it to be free of any damage.

Sports Surface and Quality - The hirer shall take all necessary steps to ensure the sports grounds are not unduly damaged through inappropriate use by the hirer. "Inappropriate use" includes use of the grounds when they have been closed because of bad weather. Infield is not to be used for training. A mat must be used to access the grass area within the track with sprigged boots.

Equipment - Any equipment used by the hirer is the sole responsibility of the hirer. Set-up and pack down is also the hirer's responsibility.

Security and Damage - All buildings are to be kept secured and tidy at all times during the period of usage with any items of repair required to be reported immediately. On-site security is the responsibility of the hirer.

Keys - Any keys required will be issued to the nominated key holder at the commencement of the event. A key deposit of \$50 is required, which will be refunded at the end of the hire period when the key is returned to the Booking Officer.

- **Under no circumstances should keys be given to other persons for their use of the grounds/facilities.**
- **Sub-letting of grounds to any other user group is not permitted.**

Catering - All sales of food and beverages are to be undertaken through the Mitre10 Park vendor, unless alternative arrangements have been approved by Mitre10 Park Management.

Alcohol is not permitted on site without prior arrangement.

Smoking - MITRE10 PARK IS A SMOKEFREE VENUE

Insurance and damages - The hirer shall be responsible for the cost of any damage sustained to the venue during the period of hire. Public Liability Insurance and any insurance on property or equipment which does not belong to the Mitre10 Park is the responsibility of the hirer.

Traffic management - Traffic management is the responsibility of the hirer. Sports Park Hawke's Bay can provide assistance where required. A fee will apply for this service.

Emergency Evacuation - The hirer must ensure that no entrances or exits are blocked by persons, furniture or equipment at any time. It is the hirer's responsibility to ensure that members are aware of evacuation requirements and that key people are briefed with this responsibility.

Deposit and cancellations - A 25% deposit is required with bookings. Hirers who notify cancellations of hire may, at the discretion of Mitre10 Park Management, be entitled to a credit as follows:

20 working days' notice	Full refund
10-19 working days' notice	50% refund
< 10 working days' notice	nil refund

Mitre10 Park management reserves the right to cancel or amend bookings. Any changes will be notified at least 10 working days in advance.

Complaints - Any complaints will be acknowledged within 24 hours.

HEALTH AND SAFETY PROCEDURES

General

Recommended announcements to be made during the day:

- Welcome
- Advising of location of toilet facilities and also the café
- Mitre10 Park HB is a smokefree venue
- Note that the front rail of the grandstand is low to allow a good viewing, but people in the front row of seats should take care. ie we don't want them falling over it
- In the event of an emergency, people will be asked to assemble on the embankment on the far side of the track and they should note the exit nearest them.
- Reminder that alcohol is not to be consumed other than in designated areas.
- Please place rubbish in the green bins

SunSmart

Ultra violet rays in Hawke's Bay are some of the worst in the world and as a consequence the region has a high skin cancer rate. Advice we have received suggests that long term damage is usually done at a young age. The following guidelines are therefore most important for school children, especially in the Oct-March period between 11am and 4pm. Please ensure:

- Sun block is available and applied
- Hats and long sleeve tops are worn, and only removed during activity
- Children are in the shade of the grandstand when not participating

Safety staffing

- Identify one head warden and four floor wardens
- The head warden is in charge of safety for the day
- The floor wardens are in charge of ensuring the building is clear in the event of an emergency. Each floor warden should take responsibility for one of the following four areas:
- Downstairs west of the main entrance. This includes the kitchen, control room, athletics room and outside toilets
- Downstairs east of, and including the main entrance. This includes the lift, admin room, first aid, changing and toilets and end room.
- Upstairs incorporating the seating areas A,B and C, and the male and female toilets behind those seats
- Upstairs incorporating the seating areas D and E, the male and female toilets behind those seats and the media room

In the event of an emergency - **Location: 42 Percival Road, Hastings (Tomoana)**

- Head warden should contact emergency services (111 for Fire and Police) and advise them of the problem. Arrange to meet emergency services in Higgins carpark 1 alongside the entrance to the athletics track.

For a fire...

- Head warden should make an announcement over the pa system. (In the event of a PA system failure adopt the bomb threat procedures)
 - Ask for the attention of the crowd
 - Advise that it is necessary to evacuate the grandstand and that people should take the exit that is nearest to them and assemble on the embankment on the far side of the athletic track
 - Keep communicating with people during the evacuation and advise them not to run.
- Floor wardens should check their designated areas but don't go in areas where fire is located
- When their areas are checked, floor wardens should report to the head warden (who will be stationed by Higgins carpark 1 alongside the entrance to the athletics track) and confirm their areas are clear, or advise of areas they have not been able to clear.
- Head warden will hand over to emergency services when the grandstand has been cleared.
- Note that the fire extinguisher is located beside the lift in the main foyer. This should only be used for minor fires and the fire service should still be rung. General rule is "people before property"

For an earthquake...

- Head warden should make an announcement over the pa system.
 - Ask for the attention of the crowd
 - Ask people to leave the grandstand via their nearest exit and assemble on the embankment
 - In an earthquake people respond best if they have something to do (as opposed to just sitting there) but it is important to keep communicating as they exit the grandstand. Ask them to exit promptly but don't run.

For a bomb threat...

- Head warden will call the police on 111 and seek their guidance. Subject to police guidance the head warden will
 - make an announcement asking all floor wardens to report to the carpark alongside the entrance to the athletics track.
 - advise floor wardens of the threat and ask them to each take a section of the grandstand (A,B,C,D or E). Floor wardens should advise people on the end of each seating row, that there has been a threat. Ask them to pass the message on and evacuate the grandstand, assembling on the embankment.
 - A PA announcement will generally not be made because, if the threat is genuine, this can have the effect of panicking the offender
- People can return to the grandstand when the Police have given the "all clear"