



Classroom & Office Facilities Rental Application Form

Applicant Information

Full Name: _____
Business Name: _____
Phone Number: _____
Email Address: _____
Clinic/ Residencial Address: _____

Room Information

(all fees plus GST)

Room Options:

- Double Classroom (50-60 sqm) \$250 NZD/day - Equipment: WiFi, Laptop, Projector
- Large Classroom (120 sqm) \$400 NZD/day - Equipment: WiFi, Laptop, Projector, Smart TV, Camera
- Entire Unit \$550 NZD/day - Includes: 2 Double Room, 1 Large Room, Kitchen, Waiting Lounge
- Boardroom \$200NZD/half day, \$350NZD/full day – Includes: meeting table, 8 chairs, whiteboard & pens, WiFi, laptop, projector, microphone for Zoom meetings

Additional Equipment Rental

- Massage table (\$5 each)
 Acupuncture Equipment (Price to be confirmed)
 Yellow Recycle Bin (\$2 each)

Rental Duration

Usage Time: 8:00 AM - 6:00 PM (full day)

Start Date: _____

Total Days: _____

End Date: _____

Reason for use: _____



新 西 蘭 中 醫 學 院
New Zealand College of Chinese Medicine

Signature and Date

Applicant Signature: _____

Additional Information (if applicable):

For Office Use Only:

| Application Received By: | _____ | Date Received: | _____ |



Terms & Conditions for Room Hire to be followed by all parties

Setting up and packing down

Before the agreed period, NZCCM will clear allocated rooms for the tenant's use. Upon arrival, the tenant is responsible for setting up and packing down, and ensuring that the room is in its original condition and lights are switched off before leaving.

Health and Safety

Once the agreed rent period commences, the tenant is solely responsible for ensuring that all health and safety measures and protocols are in place for the duration of the rental period.

The tenant is responsible for the health and safety of all participants in the allocated room for that period.

Healthcare treatment

If the tenant is providing healthcare treatment of any kind during the rent period, they must ensure the practice meets registration requirements. They are solely responsible for the duty of care for patients and for upholding patients' Health and Disability Services Rights.

The tenant and anyone else providing healthcare treatment/services are responsible for ensuring that they have the correct workplace insurance and coverage in place during the rented period. NZCCM takes no responsibility for any declined insurance claims.

NZCCM property

Certain items can be lent to the tenant by NZCCM for a fee, but this must be arranged before the start of the rent period. These items may not leave NZCCM premises for any reason and it is the tenant's responsibility to ensure that all borrowed equipment is returned to NZCCM by the end of the rent period and in good condition. Should any equipment be damaged, the tenant is required to meet the cost of the replacement and/or repair.

NZCCM takes no responsibility for the following during the rented period

- Any accident, illness, or injury that may occur in the allocated room(s)
- Any grievances or complaints that may arise from patients or participants of the
- Any lost, damaged, or stolen property (not belonging to NZCCM)
- Any expenses related to the workplace insurance of the tenant or any other party using the allocated room(s) or facilities
- Any issues that may arise from any learning content delivered by the tenant.

Tenant's signature _____ Date _____