



Security agreement

Kapiti Boating Club has a monitored alarm system and your security code is confidential.

- The fob issued to you unlocks the Front Door. The alarm system for the FOYER is programmed OFF during the day.
- Key in your pin-pad code number - Press OK - The pin-pad indicator panel will tell you that the alarm to the Clubrooms in 'ON' Press 'OFF' - Press OK. The alarm is now disarmed.
- Note: The Emergency Exit Door through to the Coastguard section, at the north end of the first floor is independently alarmed. Care should be taken not to open this door except in an emergency evacuation.
- Any fob and pin-pad activity is recorded on the Club Security computer.
- If you accidentally activate the alarm immediately re-enter your pin-pad code number and Press 'OK' Then ring Main Security at the number over the pin-pad.
- The Duty Officer at Main Security will ask you for a password code, in order that they can confirm that you are a person authorised to be on the premises at the time the alarm was activated.
- Important: The Password Code, is recorded on the tag attached to the key/s provided. Note: This is NOT your pin-pad number.
- If you do not ring Main Security immediately after the alarm activation, Main Security will send a Security Patrol to check the premises and situation.
- There is a charge for each Main Security Patrol Response, and this cost will be charged to your organisation. Currently each visit costs \$75.00 plus gst.

Before vacating the building, internal doors and windows in the Clubrooms and the Toilets are to be checked for security. See note below.

The person to whom the keys and fob are issued, will be responsible to be the person last leaving the premises, and for activating the alarms on exiting. Test the firm closure of the Front Door before leaving.

Caution: The Club security system automatically turns 'ON' at 3.00 am the morning after bookings on Friday, Saturday and Sunday, and at 1.15 am the following morning on other days.

When activating the alarms upon exiting after the above times, ensure that no person re-enters the building for any reason while you are setting the alarms. Their re-entry into the Foyer will set off the Alarms.



• House Keys:

- The key(s) that have been allocated to you will give you access to the building and to the room/s as per your Hire Agreement.
- These keys are your responsibility. If these keys are lost/ misplaced then you will be charged a replacement fee of \$25.00. This fee is payable prior to any new keys being issued.

Your alarm code: As per instructions on the Key tag. _____ ,

Key(s) issued: _____

I have read these conditions, and agree and accept responsibility for compliance on behalf of the organisation I represent -

Signed:.....Date:..

NOTES:

* Security

The hirer or user is responsible for securing the facility upon completion of the function.

Please ensure:

- All lights, heaters, stoves and electrical appliances are turned off
- Windows and doors are closed and locked
- Alarm is set

* Supervision of children

As there may be potential hazards present. Please ensure all children are supervised at all times, including in bathrooms and surrounding areas.