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What you need to know before taking on a Community or Recreation lease with Auckland City Council

When a facility/lease space becomes available Auckland City Council invites applications through the local papers, City Scene and from the Auckland City Council accommodation waiting list.

Please carefully consider the information provided below to determine if a lease is the best accommodation option for your group, before you continue with applying for a lease.

The following list outlines many of the costs and terms and conditions associated with leasing a facility/space from Auckland City Council:

- a rental of \$500 plus GST (or \$250 plus GST if applicable) is charged annually, plus a rental adjustment if your group earns significant commercial revenue from the leased facility or space
- all costs involved in the preparation of the new lease documentation will be borne by the group/club as required by the lease policy
- your group will be responsible for security
- power, phone and water is paid by the group
- cleaning and rubbish removal is the groups responsibility
- your group will be responsible for all response maintenance i.e. Broken windows, light fittings, gutter cleaning, plumbing etc
- ground maintenance of the leased area
- your group is expected to insure its contents and have public liability insurance
- if your group owns the building you are also expected to insure the building
- if your group owns the building you are responsible for structural maintenance and all costs involved in complying with legislation such as Building Warrant of Fitness, Health and Safety in employment, fire and egress regulations
- there is an expectation that you will “share” your premises with other community groups if appropriate.

NB: If the leased area comes within a shared facility (i.e. community hall or centre), some of the above responsibilities will be carried out by Auckland City Council but will be on charged to the group on a pro-rata basis.

Does your group have strategies in place to provide a growth in membership and to provide sustainability over the next 5-10 years i.e. you have plans to sustain the same level of activity or service or you are planning for growth, addition of services etc?

For many groups, hiring a space can be more suitable and sustainable than the responsibility of a lease. We suggest you also investigate the option of community halls and centres. To find out more information look under community services in the yellow pages or to find out more about the council's venues, please contact the bookings team on (09) 379 2030 or visit <http://www.aucklandcity.govt.nz/council/services/venues/default.asp>.