



# **BNZ Partners Centres**

### Terms of Use

#### 1. Introduction

Welcome to BNZ Partners Centres. A growing business is going places, so we created a network of Partners Centres to give customers a free space to work or hold events throughout New Zealand.

These terms: We, BNZ, provide spaces within each Partners Centre in accordance with these terms. You agree to them each time you book a space.

**Changes and law:** We can update these terms on our website at any time and without notice. They are subject to New Zealand law.

#### 2. Bookings

you're 15 minutes late.

**Eligibility:** BNZ customers over the age of 18 can book a space as long as they agree to these terms.

How to book: Booking is easy. See the <u>BNZ Partners Centre</u> page for details. You'll need to provide basic information, including your business name and business contact details. Only over 18's can book. Only book spaces that match your group size, e.g. two or more people for a room. Cancellations: Please promptly cancel bookings that you no longer need using your confirmation email. We may also cancel a booking if

**Groups:** The maximum occupancy of a space will appear when booking. You will ensure that the maximum occupancy is not exceeded. When these terms mention you, this is extended to mean both you (the person booking) and each member of your group. However, you're ultimately responsible (and liable) for your group's behaviour.

Opening hours: See our <u>list of Partners Centres</u> for opening hours at each location.

**Duration:** Our Partners Centres are available on a fair usage basis. We have full discretion to determine fair usage, and it may change from time to time. We have finite space and are mindful of our other customers and staff

**Limitations**: Bookings are subject to availability. We'll sometimes need to limit bookings, spaces, or close a Partners Centre completely. This can be temporary or permanent.

#### 3. Using a Partners Centre

Licence: Each booking gives you a short licence of a space within a Partners Centre on these terms. You don't have any lease, exclusivity, right to quiet enjoyment or to future use, unless we explicitly agree. Permitted activities: You can only conduct lawful activities that would ordinarily occur in a professional office space.

Policies and procedures: Always follow our policies, procedures and reasonable directions, particularly regarding health & safety, internet use, and security. We may display these in a Partners Centre or discuss them with you. They may change at any time.

**Behaviour**: Be professional, courteous and respectful of BNZ staff and other Partners Centre users. Leave your meeting space tidy - chairs pushed in, all rubbish removed and crockery/cutlery returned to the refreshment area and placed rubbish in bins. Return whiteboard pens, cables, remotes, and other resources supplied in the meeting room to the correct location.

Confidentiality: These are shared spaces, so take care when discussing sensitive information. We're not responsible if any information is seen, overheard, or collected. Please note that we may use CCTV for safety and security.

Your property: Your property is at your own risk, not ours. You can't leave your belongings unattended. You can't deliver mail to a Partners Centre. Damages and alterations: You can't damage or alter a space, our equipment or other property. If you do, it's at your sole expense. No warranty: We don't warrant that a space is suitable for any purpose. We exclude all such warranties as far as the law allows.

No partnership: Neither these terms, or use of a space, makes us your agent, employer, principal or partner, in a joint venture or otherwise.

#### 4. Health and safety

Your responsibilities: Help keep Partners Centres safe. You're obliged to:

- (a) Take care of yourself and others,
- (b) Observe all health and safety laws and regulations,
- (c) Comply with current Government requirements (and any of our additional requirements) to limit the spread of Covid-19 and other diseases,
- (d) Report any identified risks or incidents to our staff (including near misses), and
- (e) Immediately follow all emergency procedures and directions.

#### 5. Liability

Your liability: You indemnify us against all costs we incur from you or your group failing to comply with these terms. This takes the form of you paying us, on demand, the amount that we tell you we need to compensate us for our cost. By cost, we mean (without limitation) our general costs, solicitor-client costs, fees, losses, and liabilities.

Our Liability: We, our employees and affiliates, aren't liable for any losses (whether direct or indirect) resulting from a Partners Centre being used, occupied, or unavailable, at any time. This includes (but isn't limited to) loss or damage to your property, or a loss of actual or potential earnings.

#### 6. Enforcing our rights

 $\mbox{Our discretion:}$  We'll determine compliance with these terms at our full discretion.

Access: We can limit or remove your right to access or occupy a Centre at any time.

**No waiver:** We can always enforce our rights later, even if we don't do so straight away.

Severability: If some of these terms are found to be unenforceable, we can still enforce the rest of them.

#### 7. Your privacy

You may provide us with information when booking or using a Partners Centre. We (including our employees, affiliates, and third-party suppliers) may collect, store and use that information to administer the Partners Centre and to refine our services. See our <u>Master Privacy Policy</u> for more information on our privacy practices.





# BNZ Partners Centres

## Car park instructions

	Partners Centre/address	Instructions (if any):
-	BNZ Highbrook Partners Centre Level 1, 86 Highbrook Drive, East Tamaki, Auckland	Park at clearly signposted BNZ staff/customer parking only. Subject to vehicle being towed away otherwise.
	BNZ Newmarket Partners Centre 330 Broadway, Newmarket, Auckland	Parking is via Nuffield Lane. Customer Carpark is clearly sign posted.
	BNZ Christchurch Partners Centre Level 4, 111 Cashel Street, Christchurch	Customers can park in either The Crossing or The Hereford Wilson's car parks and have their parking ticket validated at the front desk of the Partners Centre before leaving.
	BNZ North Shore Partners Centre Level 3, 55 Corinthian Drive, Albany, Auckland	Access is behind the building, proceed up the driveway to the car park barrier arm.
		Press the silver 'OK' button, not the screen. Select BNZ Level 3. Press OK again to Call
		Free customer parking on Level E, 8.30am - 5.00pm.
		<b>To Leave</b> : Select BNZ Level 3. Press OK. A BNZ representative will activate the barrier.
	BNZ Nelson Partners Centre 226 Trafalgar St Nelson 7010	Two customer car parks to the rear of the building, public paid parking available.