

SECTION 3

FORMS

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- Hall Booking Cancellation Application
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- Comments

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APPLICATION FOR HALL HIRE – CASUAL USE

I/We[Individual/Organisation Name]
[Address]

[Contact phone number]

hereby apply to hire the **Paeroa War Memorial Hall** on the following dates:

From:/...../ 20.... between am/pm and/...../ 20.... To: am/pm

Contact name and phone number of person responsible for care of facility during hire:

..... PH:

REQUIREMENTS:

- | | | | |
|----------------------------------|--|-------------------------------------|----------------------------------|
| <input type="checkbox"/> Complex | <input type="checkbox"/> Main Hall | <input type="checkbox"/> Small Hall | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> Piano | <input type="checkbox"/> Sound System* | | |

ADDITIONAL SERVICES REQUIRED*: Rubbish Removal Cleaning

* additional services required will be on-charged to the applicant.

STATUS:

Will an admission charge be made? No / Yes. If yes, how much per person? \$.....

WHAT IS THE ACTIVITY?:

.....

USER CATEGORY:

- Social
- Commercial
- Not-For-Profit

ACTIVITY: [Choose ONE type only]

- Social event, e.g. birthday, private or EOY function, wedding, etc.
- activity of a commercial nature e.g. markets, expo, sale of wares, professional shows, etc.
- School, club, religious, cultural, community organised event e.g. sporting activity, public event etc

BOND CATEGORY:

Non-Resident/Out of District: Yes / No

FIRE SAFETY:

For functions of up to 100 people: one Fire Warden must be designated to be responsible for the evacuation of people from the premises. Please state his/her name:

.....
[Building Warden] [24 hour contact number]

For functions of up to 300 people: Two Floor Wardens must be designated to be responsible for the evacuation of people from the premises. Please state their names:

.....
[Floor Warden] [Floor Warden]

For functions of 300 to **350** people and over it is a Fire Safety and Evacuation of Buildings Regulations 1992 requirement that a certified Fire Safety Officer also be in attendance:

.....
[Fire Safety officer] [24 hour contact number]

I/We, have read and understand the conditions of the application and Hall Hire Conditions and will comply with all conditions. I agree to appoint a person to who will be responsible for making sure that all occupants are accounted for in the event of an evacuation.

Signed Date:/...../20.....

OFFICE USE ONLY

FEE: Bond [416001/196]\$.....	Date Paid
Rental[400220/33205]\$.....	Receipt No
Additional Services \$.....	Key(s) No
TOTAL: \$.....	Date Issued:
File: 02.303.999 -	

APPLICATION FOR HALL HIRE – REGULAR USE

I/We[Individual/Organisation Name]
[Address]

[Contact phone number]

hereby apply to hire the **Paeroa War Memorial Hall** between the following dates: From:/...../ 20.... To/...../ 20....

Times Required: MON~..... TUE.....~..... WED.....~.....
 THU~..... FRI~..... SAT~..... SUN~.....

Contact name and phone number of person responsible for care of facility during hire:
 PH:

REQUIREMENTS:

- Complex Main Hall Small Hall Kitchen
 Piano Sound System*

ADDITIONAL SERVICES REQUIRED*: Rubbish Removal Cleaning

* additional services required will be on-charged to the applicant.

STATUS:

Will an admission charge be made? No / Yes. If yes, how much per person? \$.....

WHAT IS THE ACTIVITY?:

.....

USER CATEGORY:

- Social

 Commercial

 Not-For-Profit

ACTIVITY:

[Choose ONE type only]

Social event, e.g. birthday, private or EOY function, wedding, etc.

 activity of a commercial nature e.g. markets, expo, sale of wares, professional shows, etc.

 School, club, religious, cultural, community organised event e.g. sporting activity, public event , etc

BOND CATEGORY:

Non-Resident/Out of District: Yes / No

FIRE SAFETY:

For functions of up to 100 people: One Fire Warden must be designated to be responsible for the evacuation of people from the premises. Please state his/her name:

.....
[Building Warden] [24 hour contact number]

For functions of up to 300 people: Two Fire Wardens must be designated to be responsible for the evacuation of people from the premises. Please state their names:

.....
[Floor Warden] [Floor Warden]

For functions of 300 to **350** people and over it is a Fire Safety and Evacuation of Buildings Regulations 1992 requirement that a certified Safety Officer also be in attendance:

.....
[Safety officer] [24 hour contact number]

I/We, have read and understand the conditions of the application and Hall Hire Conditions and will comply with all conditions. I agree to appoint a person to who will be responsible for making sure that all occupants are accounted for in the event of an evacuation.

Signed Date:/...../20.....

OFFICE USE ONLY

FEE: Bond [416001/196] \$.....	Date Paid
Rental [400220/33205] \$.....	Receipt No
Additional Services \$.....	Key(s) No
TOTAL: \$.....	Date Issued:
File: 02.303.999 -	

BOND GUARANTEE APPLICATION

We[Organisation Name]
[Address]

[Contact phone number]

hereby guarantee the payment of a bond of \$_____ for the hire of the
 Paeroa War Memorial Hall on _____
 [date(s) of hire]

We (the abovementioned organisation) further authorise the Hauraki District Council to invoice us for the actual costs incurred to remedy/rectify/repair or clean up any damage or destruction which occurred during the hire period.

Signed Date:/...../20.....

.....
 [print name]

.....
 [position within organisation]

Attached copy of committee resolution

OFFICE USE ONLY

Bond waived: Yes / No

CSA advised:/...../20.....

File: 02.303.999 -

Invoice Total: \$.....

TAKAWAENGA
HAURAKI DISTRICT COUNCIL
PO BOX 17
PAEROA

HALL HIRE INSPECTION REPORT

BOND AMOUNT PAID: \$.....

CLEANLINESS

COMMENT: OK√ / WR*

HRS/COST

- | | | |
|--|-------|-------|
| <input type="checkbox"/> <input type="checkbox"/> Foyer | | |
| <input type="checkbox"/> <input type="checkbox"/> Main Hall | | |
| <input type="checkbox"/> <input type="checkbox"/> Small Hall | | |
| <input type="checkbox"/> <input type="checkbox"/> Stage(s) | | |
| <input type="checkbox"/> <input type="checkbox"/> Kitchen | | |
| <input type="checkbox"/> <input type="checkbox"/> Appliances | | |
| <input type="checkbox"/> <input type="checkbox"/> Toilets | | |
| <input type="checkbox"/> <input type="checkbox"/> Rubbish Bin(s) | | |
| <input type="checkbox"/> <input type="checkbox"/> Storage cupboard(s) | | |
| <input type="checkbox"/> <input type="checkbox"/> Basement | | |
| <input type="checkbox"/> <input type="checkbox"/> Main entrance/external | | |
| <input type="checkbox"/> <input type="checkbox"/> Miscellaneous | | |
| e.g. doors, windows etc. | | |

STOCKTAKE

- | | | |
|--|-------|-------|
| <input type="checkbox"/> <input type="checkbox"/> Chairs | | |
| <input type="checkbox"/> <input type="checkbox"/> Tables | | |
| <input type="checkbox"/> <input type="checkbox"/> Storage Cupboard items | | |
| <input type="checkbox"/> <input type="checkbox"/> Fire Extinguisher(s) | | |
| <input type="checkbox"/> <input type="checkbox"/> Emergency Cabinet | | |

OTHER

- | | | |
|--|-------|-------|
| <input type="checkbox"/> <input type="checkbox"/> Hire Equipment | | |
| e.g. piano, sound equipment | | |
| <input type="checkbox"/> <input type="checkbox"/> Security | | |
| e.g. doors and windows secure | | |

VG: 416001/521

Invoice/Refund: \$.....

INV/CR to:

.....	Inspection Date:
.....	Time completed:
.....	Completed by:
.....	

HALL BOOKING CANCELLATION APPLICATION

THIS CANCELLATION APPLICATION MUST BE LODGED WITH COUNCIL AT LEAST SEVEN (7) WORKING DAYS PRIOR TO THE BOOKING – FAILURE TO DO SO COULD RESULT IN THE HIRER BEING CHARGED FOR THE HIRE AS IF IT OCCURRED.

I/We[Individual/Organisation Name]
[Address]

[Contact phone number]

Make application to cancel the hire of the Paeroa War Memorial Hall for the following booking:

...../...../20.../...../20...
 [From Date - Time] [To Date – Time]

The reason for the cancellation is:

.....

Signed Date:/...../20.....

OFFICE USE ONLY

FEE RECEIVED:

Date Paid:
 Receipt No:
 Key(s) No:
 Date Issued:

REFUND STATUS:

Date Application received:
 Bond Approved: [416001/521] \$.....
 Rental Approved: [400220/33205] \$.....
 Date Key(s) Returned:

File: 02.303.999 -

ASSISTANCE REGISTER

The following are the most likely locations of users of and visitors to the building who will require assistance to evacuate the building in an emergency.

DATE	LIKELY LOCATION OF PERSONS REQUIRING ASSISTANCE	ASSISTANCE REQUIRED	PERSON ASSIGNED TO ASSIST

All hall users are to assist any visitor to evacuate the building in the event of an emergency.

The Building Warden will continuously update this register.

This register will be kept at the Evacuation Cabinet and will be collected by the Building Warden in the event of an evacuation and be readily available to the Fire Service on their arrival.

