

# Hall Hire Conditions

## Paeroa War Memorial Hall

**Objective:** *To ensure the community has affordable services and facilities*





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When the hall hire has been completed please return this copy with  
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TAKAWAENGA  
HAURAKI DISTRICT COUNCIL  
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PAEROA

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# Conditions for Hiring of Hall

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**PLEASE READ AND FAMILIARISE YOURSELF  
WITH THESE CONDITIONS**

## **SECTION 1**

### **1.0 HIRE**

- 1.1 Applications for hire must be accompanied with payment of the rental fee or an amount that is ***no less than 50% of the rental fee***. This payment will constitute a deposit for securing the venue.
- 1.2 The balance of any rental must be paid in full no later than the day before the date of hire.
- 1.3 Council may, at its own discretion, invoice regular hirer's for use.
- 1.4 In the case of multiple bookings, priority will be given to the ***first*** booking, providing the full fee is paid upon request.
- 1.5 No advance bookings through agents or others will be accepted unless confirmed within seven (7) days by the organisation for which it had been booked.
- 1.6 Bookings will not be taken more than three (3) months in advance. Any long term bookings will be conditional on the facility not being required for other activities.
- 1.7 Council shall (in consultation with booked users) cancel, transfer, or agree to an alternative booking arrangement where the need arises to accommodate and/or re-allocate the facility for whatever reason. Every effort will be made to consult with the regular user at least fourteen (14) working days before the affected date.
- 1.8 In general, commercial users will have booking priority over other users unless the other user is prepared to pay the higher commercial user fee.
- 1.9 The Council shall determine the status of the hirer (casual, regular, resident, commercial, social etc) or whether or not the booking should be applied for under a different category.

### **2.0 CANCELLATION – ANY BOOKING**

- 2.1 Any hirer wishing to cancel or alter a booking is required to advise Council in writing at least seven (7) working days before the

affected date. This is to allow the facility to be open for alternative hirers. Failure to notify Council within this time may result in the hirer being charged for the booking.

- 2.2 Hirers not cancelling prior to the seven (7) working days may forfeit their rental deposit. Such deposits will only be refunded at the discretion of the Council, and then, only when the cancellation was caused through circumstances outside the control of the Hirer.

### 3.0 FEES/CHARGES

- 3.1 Current charges are available from the Council office.
- 3.2 Regular hirers may elect to be invoiced on a monthly basis. Payments must be received by the 20<sup>th</sup> of the month following.
- 3.3 Any request for a discount or waiver of fees or charges must be in writing and will be determined by Council.

### 4.0 BOND

- 4.1 A Bond is **PAYABLE IN ADVANCE** with (the balance of) the rental charge. This will be refunded when the hall is left in a clean and tidy condition free of damage, and all conditions have been met.  
**NOTE: The Bond is not a deposit on the rental payment.**
- 4.2 Bond payments are required from all hirers (subject to 4.3 below).
- 4.3 Regular users may in lieu of a bond payment instead sign a Bond Guarantee Form (refer Section 3 Forms page 7) whereby the user agrees to reimburse the Council for any costs associated with the hirers' failure to observe the conditions of hire.
- 4.4 Category A applicants may apply to have their bond waived.
- 4.5 Category B applicants are not eligible to have their bond waived, however, if they are regular users with a clear record an application to have the bond waived may be considered by Council.
- 4.6 Any successful request to have the bond waived does not exempt the applicant from their responsibility to pay for any costs incurred to

remedy/rectify/repair or clean up any damage or destruction which occurred during the hire period.

- 4.7 The failure to observe any conditions of hire may result in a deduction of the Bond. In particular deductions will be made for:
  - 4.7.1 Excessive use outside of approved hours
  - 4.7.2 Damage from hirer's negligence
  - 4.7.3 Non-compliance with hire conditions or parts thereof
  - 4.7.4 Additional cleaning/tidying up by Council
  - 4.7.5 Sub-letting without approval
  - 4.7.6 Key
    - 4.7.6.1 Loss
    - 4.7.6.2 Late/After hours collection fee
    - 4.7.6.3 Cutting (unauthorised)
    - 4.7.6.4 Lending (unauthorised)
- 4.8 The Council will not be responsible for any loss occurring through accident, or failure of the lighting or power.
- 4.9 Refund of bond payment will occur after an inspection of the hall has been carried out.
- 4.10 The inspection will be carried out on the next working day by a Council delegated officer.
- 4.11 A check sheet will be used to record the inspection outcome and forwarded to the Community Services Administration Officer for processing.

## 5.0 NO SMOKING POLICY

- 5.1 The venue is a “**NO SMOKING**” environment.

## 6.0 SUB-LETTING

- 6.1 **NO SUB-LETTING** of premises without the prior approval of Council.

## 7.0 KEYS

- 7.1 No keys will be issued without the appropriate payment of charges.
- 7.2 **There is NO GENERAL “AFTER HOURS” PROVISION FOR LATE UPLIFTING OF KEYS. In the event that staff are available to respond to a call-out a \$50.00 PENALTY PAYMENT will be incurred by the applicant payable on uplifting the key.**
- 7.3 Any hirer/organisation requiring **more than** one key is to apply in writing to the Council with an explanation detailing the reason(s) for the requirement of additional keys.
- 7.4 The allocation of additional keys is at the discretion of the Council.
- 7.5 The lending of keys is prohibited.
- 7.6 The hirer is responsible for the return of keys to the issuing officer and keys are to be signed in. This must be completed on the first working day following hire.
- 7.7 The hirer is responsible for notifying Council of any loss of a key.
- 7.8 A charge for replacing a key will be made.
- 7.9 Note: Loss of a key may result in the locks being changed and the full cost being invoiced to the User.

## 8.0 USE

### General

- 8.1 Only use the premises for the times and purpose approved by Council.
- 8.2 The maximum number of people permitted in the premises during hire is **350**.
- 8.3 Do not carry out any structural or physical alterations. Do not affix decorations, bunting, etc. to walls, ceilings or floors unless authorised by Council in writing or located on the notice boards provided. Council reserves the right to remove any material from notice boards at any time or on a regular basis.
- 8.4 Do not erect or paint any signage on the premises without written authority from the Council. If you do, you will be liable for removal costs incurred by Council.
- 8.5 Know where the lights and equipment are.



- 8.6 During the hire time, lights in premises and toilets are to be left on. Hirers are responsible for ensuring that lights, fans and heaters are switched off after use. The cost of calling staff out to switch off lights, fans, heaters etc will be charged to the hirer.
- 8.7 Wall mounted heating is available. Hirers are not permitted to provide their own heating.
- 8.8 Use of the premises must finish by **01:00AM**, except with written permission of the Council.
- 8.9 Restore the premises to the original setting after use.
- 8.10 Should Council decide the hirer is not utilising the building for the purpose approved, written notice from Council would be served terminating the hire. The termination date will be agreed by Council and the hirer.
- 8.11 Report to Council as soon as possible, any damage to the premises, including damages to pipes, electrical fittings, gas fittings, water lines, doors, walls, etc. The hirer will be responsible for all damages (beyond fair wear and tear) caused by the hirer during the hire of premises.
- 8.12 Do not use the premises in an illegal or offensive manner.
- 8.13 At all times comply with the general provisions of relevant statutes, ordinances, bylaws, regulations and other written directions of Council in relation to the hiring.
- 8.14 NZ Police, Fire Service and Ambulance service have right of entry at all times. **OBEY THEIR DIRECTIONS.**

#### Kitchen

- 8.14 The kitchen must be left in a clean and tidy condition. All chopping is to be done on chopping boards.
- 8.15 Any kitchen utensils needed are the responsibility of the hirer as no equipment is supplied by Council.
- 8.16 If more than one group who have hired the hall require use of the kitchen then it must be shared. If agreement cannot be reached between hirers then the Council will determine the arrangements.
- 8.17 Hirers are responsible for the disposal of any refuse they create. Refuse must not be left in the hall or the hall car parks and grounds.
- 8.18 Tables and chairs are available for use. Hirers may elect to set up and pack up themselves, or, if this is done for them they will be charged at the Council's current hourly labour charge-out rate.

#### Lights (Special Effects)

- 8.19 Council currently has no lighting equipment available for hire.

### Sound Equipment

- 8.20 Council has a 200 watt sound system that utilises the four wall mounted speakers in the main hall available for hire.
- 8.21 A two-speaker foyer system also operates with the main hall sound system.
- 8.22 Council has a smaller amplifier to operate the four wall mounted speakers in the small hall in conjunction with the main hall amplifier available for hire.
- 8.23 Council has a cordless microphone to operate with the main hall sound system available for hire.
- 8.24 Operation of this sound equipment requires specialist skills ; the equipment will only be made available to accredited operators.

### Other Equipment

- 8.25 An inventory of equipment available to use in the hall is attached as "Appendix A".

## **9.0 CLEANING**

- 9.1 Hirers are required to clean the premises immediately after completion of use, or unless otherwise arranged with Council.
- 9.2 Floor areas are to be swept and kept clean.
- 9.3 Foyer or entrance way is to be vacuumed or swept clean.
- 9.4 Toilet pans and urinals are to be cleaned, hand basin wiped clean and floors swept and mopped.
- 9.5 The dishwasher must be unloaded and wiped clean.
- 9.6 The chiller must be emptied and wiped clean inside and out and left slightly ajar.
- 9.7 The gas hob and elements must be wiped clean, and the safety valve must be turned off. The splash tray must be cleaned.
- 9.8 Both electric ovens must be wiped clean.
- 9.9 Bench tops must be wiped clean.
- 9.10 All appliances must be switched off – including the chiller and the water heater.

- 9.11 Rubbish is to be removed from the premises and surroundings. A charge will be incurred if Council needs to do additional cleaning.
- 9.12 Any necessary additional cleaning, in the Council's opinion, of the premises (including toilets), or shifting of furniture by Council will be charged to the hirer.

#### Cleaning equipment

- 9.13 The following is a list of cleaning equipment available for Hall users. All equipment must be returned to the cleaning cupboard. All rubbish is to be removed from the premises and surroundings i.e. not left outside after locking up.
  - 9.13.1 Buckets
  - 9.13.2 Wet Mop
  - 9.13.3 Brooms
  - 9.13.4 Dry Mop

## **10.0 NOISE**

- 10.1 The hirer shall follow any instruction given by Noise Control staff, and any costs incurred by Council as a result of noise control enforcement action shall be deemed to be a cost to the hirer.
- 10.2 Resource consent may be required for 'noise levels' above 55dba. Applications are available from the Council's Service Centre.

## **11.0 DISPLAYS/SET UP**

- 11.1 In some circumstances hall hirers may need to leave displays, props and other equipment set up in order to facilitate their particular objectives (e.g. theatre productions).
- 11.2 Such set-ups will be allowed to remain in place for a reasonable timeframe (to be determined by Council) and other hall hirers are expected to work around such set-ups in consultation with the relevant hirers.

## **12.0 INSPECTION**

- 12.1 The Council or its nominated agents may at any time or in consultation with the Hirer inspect the premises and may not be denied access to view the interior condition.

## **13.0 INSURANCE**

- 13.1 The Council will, as it determines, insure the building against loss, damage or destruction by fire and other risks. Council does not provide public liability insurance for hirers.

## **14.0 SECURITY**

- 14.1 Before vacating the premises ensure all exit doors and windows are closed and locked.
- 14.2 Check the venue to make sure no person remains on the premises and that all lights, heaters and fans are turned off.

## **15.0 FIRE SAFETY**

- 15.1 Authorised officers of the Council, and/or New Zealand Fire Service shall have access at all times during the hire.
- 15.2 A New Zealand Fire Service Approved Evacuation Scheme is operative in the hall complex. The hirer is responsible for ensuring they familiarise themselves with this scheme and abide by it.
- 15.3 There is a monitored fire alarm system in the hall. Should this be activated by the hirer for any reason other than for a fire, the hirer will be charged for all costs associated with the call-out to the NZ Fire Service and/or alarm monitoring agents.
- 15.4 The Hirer is required to appoint one Floor Warden for each area used, and a Building Warden to facilitate the expeditious evacuation of the Hall in the event of a Fire Emergency (Fire Safety and Evacuation of Buildings Regulations 1992).

- 15.5 Further detail of the Hirer's responsibility is included in Section 2 – Fire Safety.

## **16.0 COUNCIL REDRESS**

- 16.1 The Council reserves the right where a Hirer leaves the premises in an unsatisfactory state and/or fails to abide by any of these conditions, to refuse to let the premises to the Hirer for any further use.
- 16.2 The Council reserves the right without redress on the part of the applicant, to refuse all applications or any particular application for the hire of the premises.

## **17.0 AMENDMENTS**

- 17.1 The above conditions are subject to amendment by the Council or by Staff under delegated authority without further notice.

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## APPENDIX A: INVENTORY PAEROA WAR MEMORIAL HALL

MAIN HALL (STAGE):		
13	Tables - fold out grey	
18	Wood finish tables (collapsible)	
10	Large plastic moulded tables (1800mm in length)	
70	Chairs – blue	
353	Chairs – wooden	
1	Piano	
4	Wall mounted speakers	

SMALL HALL (STAGE):		
4	Wall mounted speakers	
30	Chairs – blue	

KITCHEN:		
1	Water Heater - Zip	
1	Hobb – gas Industrial	
2	Oven - electric	
1	Chiller - Double Door	
1	Plate washer	
1	Industrial dishwasher (with detergent attached)	
1	Rubbish bin	
1	Fire extinguisher	
1	Bench – centre	
1	Dispenser – paper towel	

CLEANERS CUPBOARD:		
2	Exterior Bins	
3	Mop buckets	
3	Mops - large	
4	Brooms – large	
1	Broom – small	
2	Toilet brushes	
2	Brush and pan sets – small	
2	Sponge mops	
1	Bucket	
3	ash tray boxes	
1	steel pan	
1	Rubbish bin	

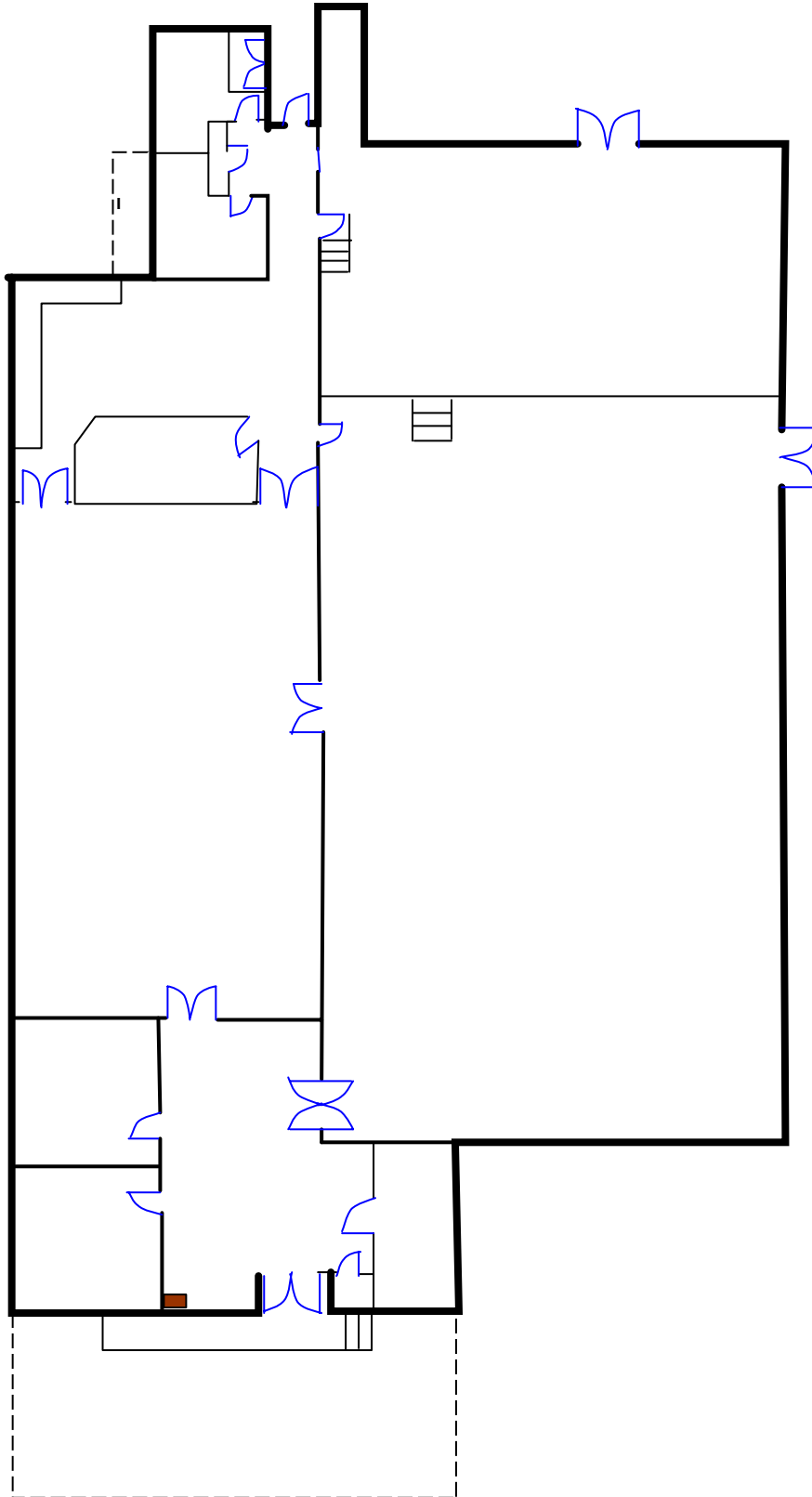
CONSUMABLES		
2	Toilet Paper – roll	
3	Toilet Paper – round	
5	Hand towels	
1	Disinfectant	
1	Detergent	

EMERGENCY CABINET		
3	Torch	
3	Vest – Reflective	
1	Manual	

**NOTE: No crockery, cutlery, teapots, tea-towels, dishcloths, or phone**



## APPENDIX B: BASIC FLOOR PLAN PAEROA WAR MEMORIAL HALL



## APPENDIX C: APPLIANCE OPERATIONS PROCEDURE PAEROA WAR MEMORIAL HALL

NOTE: Separate detailed instructions for all kitchen appliances are kept in the holder near the “zip”.

### 1.0 HOT WATER HEATER (ZIP)

- 1.1 Ensure that the water supply to the unit is turned on;
- 1.2 Turn on the mains power to the unit;
- 1.3 Press ‘red’ switch on the unit to turn it on.
- 1.4 Use as one would use any hot water jug paying particular attention to personal safety.
- 1.5 Operation instructions are on the right side of the unit.



### 2.0 GAS HOB

- 2.1 The hob operates in a similar way to a gas barbeque and provides instant heat to the six elements.
- 2.2 To supply gas to the hob push the LPG shutoff valve to the horizontal position.



- 2.3 To turn on an element push in and turn anticlockwise the appropriate switch to allow the gas to flow, and use a hand-held lighter to ignite the gas.



- 2.4 To turn off the gas supply to the hob move the LPG shutoff valve to the vertical position.



- 2.5 Three splash trays are situated beneath the gas burners; these are to be cleaned after use.  
 2.6 The gas burner units may be lifted out and washed after use.  
 2.7 The trays and burners may be placed in a tray in the dishwasher for a more thorough clean.

### 3.0 COOKING EXTRACTOR FAN

- 3.1 The gas hob has an extractor fan above it.  
 3.2 The control for the extractor is next to the power switch for the zip (water heater). The control has five speed settings plus off.



#### 4.0 OVEN A – TURBOFAN (two-door)

- 4.1 The oven below the gas hob is an electric oven.
- 4.2 The mains power switch for the oven is to the left of the hot water heater (zip).
- 4.3 The single rotary switch is used to control the temperature of the oven.
- 4.4 There are three racks in this oven – no oven trays.



#### 5.0 OVEN B - TURBOFAN

- 5.1 The oven to the left of the gas hob is an electric oven.
- 5.2 This oven has four racks and sits on a shelf that can hold up to six trays.
- 5.3 The mains power switch for the oven is next to the LPG shutoff valve.



- 5.4 To turn on the oven press the 'POWER' button.

- 5.5 The switch labelled “THERMOSTAT” controls the temperature within the oven - 50° ~320°C.
- 5.6 The switch labelled “BAKE TIMER” controls the duration of the thermostat temperature.
- 5.7 The “ROAST N HOLD” button and “ROAST TIMER” switch will maintain the oven temperature at approx. 75°C for the selected duration. NOTE: operation of this timer will override the Thermostat and Bake Timer switch settings.
- 5.8 The “STEAM” switch is an optional extra and does not function.
- 5.9 The “LIGHTS” button turns the oven light on/off.

## 6.0 CHILLER

- 6.1 The dual door chiller is powered on by the operation of the wall switch to the left of the unit.
- 6.2 Note: this is a chiller – not a freezer.
- 6.3 Leave the chiller doors slightly ajar and turned off when not required.



## 7.0 DISHWASHER– M2 STARLINE

- 7.1 The industrial dishwasher comes complete with four trays and a pre-wash (shower-type) unit.
- 7.2 All excess foodstuffs must be washed off into the sink **before** the item is put into a tray.
- 7.3 The mains power switch to this unit can be found on the wall to the left of the unit.
- 7.4 There are four (4) hardened plastic trays that are used to hold items that are to be washed. Two trays are for heavy items such as plates or pans, one tray is for items such as cups or glassware, and the fourth tray is for cutlery.





7.5 The water tank (reservoir) has to be filled before the unit is used. This occurs automatically once power to the unit is switched on.

7.6 Ensure that the drain upstand (plunger) is pushed into the reservoir hole and that the (gauze) scrap tray is securely in place before turning the mains power switch on.



7.7 Once the power is turned on the unit will need up to 15 minutes to fill and heat the water in the reservoir.

7.8 The rotary switch is a timer switch – switch to the appropriate minute relevant to the cleaning requirement.

7.9 When the lid is closed the unit will spray hot water over everything within the unit using a wash cycle then a rinse cycle.

- 7.10 The temperature of the water during the wash cycle is approximately 64~64° Celsius; the temperature of the water during the rinse cycle is 80~85°. The meters at the bottom of the panel indicate the relevant temperatures.



## 8.0 BUILDING HEATING

- 8.1 Each hall has a separate control for the heating.
- 8.2 A thermostat is mounted in the main hall between two of the four extractor fans and is currently set at 20°C.
- 8.3 The heaters operate for approximately one hour and are set to operate at full strength.
- 8.4 Mains power to the heaters in the main hall is controlled by a panel on the main stage.
- 8.5 To turn the heaters on press the green “ON” button on the panel.
- 8.6 To turn the heaters off press the red “OFF” button on the panel.
- 8.7 During the summer months the circuit breakers supplying mains power to the heaters are switched off. The circuit breaker to the switch(es) is also switched off.



- 8.8 Heating for the small hall is controlled by a panel in the kitchen on the side wall behind the small stage.



- 8.9 To turn the heaters on press the green “ON” button on the panel.
- 8.10 To turn the heaters off press the red “OFF” button on the panel.
- 8.11 The wall mounted heaters have a corded switch that controls the three levels (plus off) of heating available.



- 8.12 These heaters take a little while to heat up.

## 9.0 EXTRACTOR FAN

- 9.1 Four extractor fans are mounted in the centre wall within the main hall and are powered via a switch on the main stage.

- 9.2 The thermostat controls the speed and timing of the fan. NOTE: This fan is not very quiet.





## 10.0 SOUND SYSTEM

- 10.1 The sound system is stored at the Council office and is available for hire subject to accreditation of operators.
- 10.2 The main hall has four wall-mounted speakers wired back to a distribution panel on the main stage next to the lighting switch.
- 10.3 The small hall has four wall-mounted speakers wired back to the distribution panel on the main stage next to the lighting switch.
- 10.4 The foyer has two ceiling mounted speakers wired back to the distribution panel on the main stage next to the lighting switch.
- 10.5 The speakers are connected to the sound system amplifier before power is turned on.
- 10.6 Detailed instructions for the operation of the sound system is attached to the unit.



## 11.0 LPG GAS SUPPLY

- 11.1 Council provides LPG for the hob and the mains hot water system.
- 11.2 The LPG cylinders are hired from Moores Caltex Service Station, who will come and refill empty cylinders.



## SECTION 2

### FIRE SAFETY

#### 1.0 HALL HIRE

- 1.1 Any group utilising the Hall must adhere to a fire-safety procedure for this facility. In addition the building has safety features that require monitoring before and during the occupation.
- 1.2 The maximum number of occupants permitted in the Paeroa War Memorial Hall is **350**.

#### 2.0 OVERVIEW

##### Procedure

- 2.1 Prior to occupation, the safety features of the Hall must be checked by a designated person - such as the person in charge of the group or a Building Warden - and this is contingent on the envisaged occupancy number.
- 2.2 The safety features of the facility must be regularly monitored before and during occupation in accordance with the Fire Service Act 1975 Section 21a, New Zealand Standard 9232: 1991 – Places of Assembly, and Hauraki District Council's approved Evacuation Scheme for the Paeroa War Memorial Hall.
- 2.3 If a Hall occupant discovers a fire they are instructed, as per the Fire Evacuation Notice on the wall, to operate the nearest *safe* manual fire alarm call point that will then activate the buildings fire alarm system.
- 2.4 Upon the fire alarm sounding, all occupants must evacuate the facility through the front entrance or southern side exit of the hall.
- 2.5 The Building Warden will establish the location of the fire problem from the fire alarm panel.
- 2.6 The Building Warden will ensure that the Fire Service is called; ascertain the evacuation status of the hall, and meet the Fire Service on their arrival to inform them of the situation.

##### Conditions

- 2.7 A Hirer comprises any person or group of persons using the premises, whether or not a charge has been imposed for this use. An illustration of a Hirers agreement is included in Section Three.
- 2.8 As a condition, the Hirer authorised to occupy the hall must ensure that Wardens - and a certified Safety Officer if required - have been nominated and are familiar with their evacuation duties in the event of a fire.
- 2.9 This requirement is in accordance with the Fire Service Act 1975 Section 21a New Zealand Standard 9232: 1991 *Places of Assembly* and the Hauraki District Council's approved Evacuation Scheme for the Paeroa War Memorial Hall.

### **Fire Wardens**

- 2.10 When the Hall is utilised a Building Warden must be nominated to supervise and Floor Wardens may be required contingent on the level of occupancy as follows:
  - a. 99 or fewer occupants = one Building Warden to execute all duties
  - b. 100 to 299 occupants = a Building Warden plus one Floor Warden where the occupants are in a single floor area or space, and one Floor Warden for each additional area or space.
  - c. 300 to 350 occupants = a certified Fire Safety Officer plus two Floor Wardens where the occupants are in a single floor, area or space and one Floor Warden for each additional level, area or space

## **3.0 OCCUPATION PROCEDURE**

### **Less than 100 people**

- 3.1 **Procedure:** When the premises are hired out or utilised by other parties for an occupancy that is fewer than 100 individuals, the *Evacuation Scheme Coordinator* or delegated person will determine whether the Hirer operates procedure for more than 100 people, as elaborated in clause 3.2 or whether the procedure for less than 100 people should be adopted. The selection of the appropriate procedure will canvas such issues as:
  - a. Number of persons
  - b. Ability of persons
  - c. Maturity of persons

- d. Whether or not alcohol will be consumed
- e. Number of rooms intended to be used

### **100 to 299 people**

3.2 **Procedure:** When the premises are hired out or utilised by other parties for occupancy between 100 to 299 people, the Evacuation procedure will operate as below:

- a. Requirements: Prior to utilisation of the Hall the *Evacuation Scheme Coordinator* will ensure that:
  - i. The person in charge of the Group (Hirer) assumes responsibility for the safety of the group and signs a Hirer's agreement.
  - ii. The Hirer makes certain that escape routes are kept clear of obstructions and that exit doors are unlocked and not obstructed in any way that could impede occupants from evacuating
  - iii. The Hirer must ensure that all Wardens are aware of the location of manual fire alarm points and fire extinguishers; are familiar with the operation of the lighting system

### **300 to 350 people**

3.3 **Procedure:** When the premises are hired out or utilised for occupancy of up to 350 people, the Evacuation procedure will operate as below:

- a. Requirements: Prior to utilisation of the Hall the *Evacuation Scheme Coordinator* will ensure that:
  - i. The person in Charge of the Group (Hirer) assumes responsibility for the safety of the group and signs a Hirer's agreement.
  - ii. The Hirer makes certain that escape routes are kept clear of obstructions and that exit doors are unlocked and not obstructed in any way that could impede occupants from evacuating
  - iii. The Hirer must ensure that all Wardens are aware of the location of manual fire alarm points and fire extinguishers; are familiar with the operation of the lighting system.
  - iv. All Hirer's will be issued with a Hall Hire Conditions pack. This pack comprises
    - a. A copy of the Hire conditions;
    - b. Hall Floor Plan;
    - c. Fire Warden's Information on Duties;
    - d. Location and Contents of the Emergency Cupboard.

## **4.0 EMERGENCY CUPBOARD**

- 4.1 The following items are housed in the Emergency Cupboard and are to be returned if used.
  - a. Torch(es)
  - b. Hi Viz Sash – Building Warden
  - c. Hi Viz Sash – Warden

## **5.0 EVACUATION OF PERSON REQUIRING ASSISTANCE**

- 5.1 The Building Warden is to be informed of any person entering the building who may require assistance in an evacuation and register their requirements on the Assistance Register (see Section 3 Forms).
- 5.2 The Wardens are to be aware of the likely location and the type of assistance that person may require.
- 5.3 In the event of an evacuation the Wardens will be responsible for ensuring those that require assistance are assisted from the building to the assembly Point during an alarm.
- 5.4 At the time of the evacuation the Building Warden may nominate suitable persons to assist as required.

## **6.0 ASSEMBLY POINT**

- 6.1 In an evacuation event, the Assembly Point is the area beyond the driveway, by the Pascoe Motors fence. This area is easily identifiable by the green Assembly Point sign located on the fence
- 6.2 An alternative Assembly Point is the area at the rear of the building beyond the driveway, by the southern fence. This area is easily identifiable by the green Assembly Point sign located on the fence
- 6.3 While proceeding to this point, keep clear of vehicles in the car park.
- 6.4 Remain at the Assembly Point until the Building Warden or Fire Service has issued the 'all-clear' for occupants to return to the hall.

## 7.0 CLEAN UP AND RE-ENTRY

- 7.1 You cannot re-enter the building until the Building Warden has given the all clear to do so.

## 8.0 SAFETY OF APPLIANCES AND GOODS

- 8.1 Reasonable fire safety precautions are to be taken with regard to:
  - a. Electrical wiring and appliances including portable equipment,
  - b. Gas equipment and appliances including portable equipment,
  - c. Appliances fuelled by flammable liquid.
- 8.2 Any appliance that has an open flame or is fuelled by flammable liquid or gas must be constructed, secured and protected so as to minimise the risk of fire to the building and contents
- 8.3 The packing and unpacking area of the building is to be kept clean and tidy.
- 8.4 Smoking is not permitted in these areas.
- 8.5 A “Comments” sheet at the rear of Section 3 may be used to record any identified hazards.

## APPENDIX D: CLASSES OF FIRE

<p>Fire is divided into four classes for the purpose of effective fire-fighting. The correct extinguisher must be used for each fire. This table shows how to identify the classes of fire and the most suitable of extinguisher to use on that fire.</p>	
Class of Fire	Suitable Extinguisher
<p><b>Class A</b> Materials such as wood, paper and textiles.</p>	<p>Fire Hose Reel, water filled extinguishers or multi-purpose dry powder extinguishers.</p>
<p><b>Class B</b> Flammable liquids such as petrol, oils, cooking fats and solvents.</p>	<p>Dry powder or multi-purpose extinguishers, carbon dioxide, foam or light water extinguishers.</p>
<p><b>Class C</b> Gases such as acetylene, LPG, CNG and natural gases.</p>	<p><b>TURN OFF THE GAS SUPPLY FIRST</b> Use a multi-purpose dry powder extinguisher.</p>
<p><b>Class D</b> Metals such as sodium, potassium and magnesium.</p>	<p>Special dry powder extinguisher.</p>
<p><b>Class E</b> Fires in electrically energized equipment or any other class of fire.</p>	<p><b>TURN OFF THE ELECTRICITY FIRST</b> Dry powder or multi-purpose extinguishers, carbon dioxide extinguishers.</p>



## APPENDIX E: FIRE FIGHTING EQUIPMENT

- A Hose Reel and fire extinguishers are strategically located throughout the building.
- The Hose Reel and fire extinguishers are inspected monthly and are maintained and serviced annually.
- A record of the service is displayed on the equipment.
- They are to be kept clear of obstruction and able to be used at all times.
- Signs and labels indicating the location of fire-fighting equipment must not be removed or obstructed.
- If an extinguisher has been used it must be recharged as soon as possible.
- The location of fire fighting equipment is highlighted on the Evacuation Floor Plan. Occupants should familiarise themselves with their whereabouts in case of emergency



Front Door



Rear Door



Main Stage Exit



South Wall Exit



**Foyer Fire Extinguisher and Hose Reel**



**Rear Toilets Hose Reel**

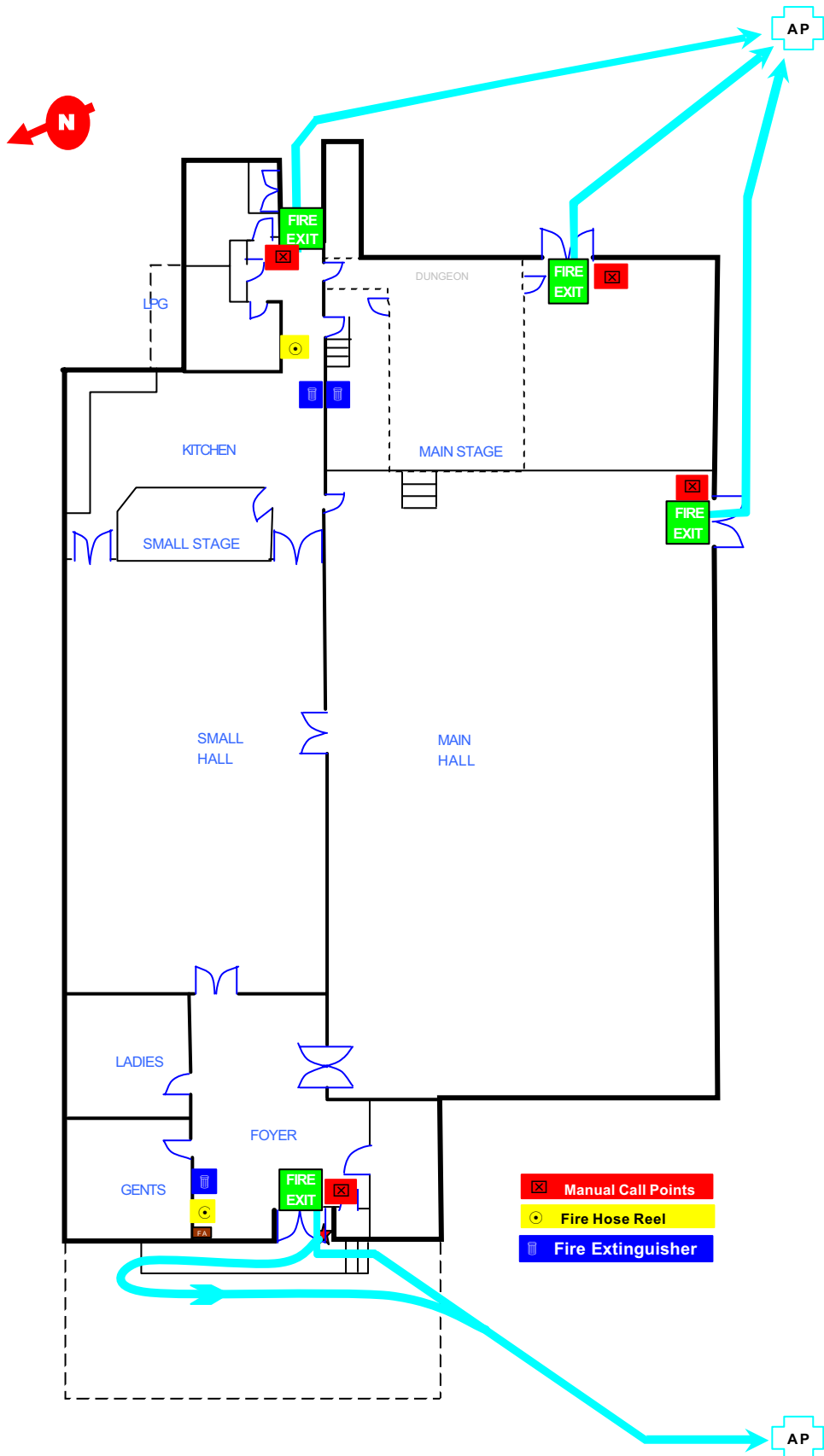


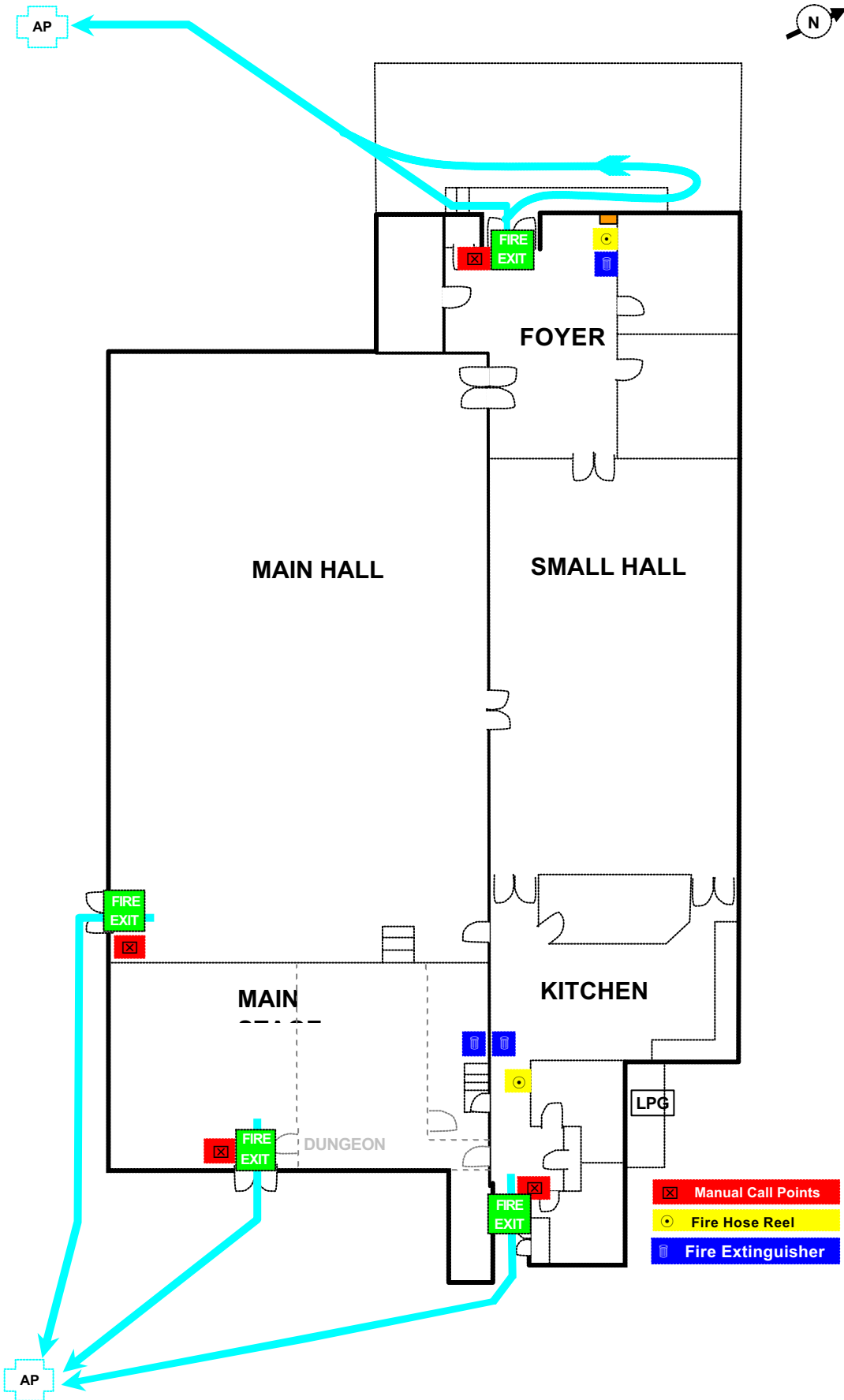
**Kitchen Fire Extinguisher**



**Main Stage Fire Extinguisher**

# APPENDIX F: EVACUATION FLOOR PLAN





## APPENDIX G: GENERAL INSTRUCTIONS

### If you discover a fire:

1. Raise the nearest alarm by operating the nearest safe Manual Fire Alarm Call Point.
2. Close all doors near the fire area *if safe to do so*.
3. Quickly check that the area is clear of people *if safe to do so*.
4. Ensure the Fire Service is called using 111. This may be done using a telephone in neighbouring premises, a cell phone outside. Clearly state **PAEROA WAR MEMORIAL HALL, 144 NORMANBY ROAD, PAEROA** and the **NATURE OF THE EMERGENCY** *fire, bells ringing etc.*
5. Potentially dangerous processes or machinery should be closed down; if possible do so safely and with no delay.
6. Report to the Building Warden or Floor Wardens. Advise where the fire is situated.

**Firefighting should only be attempted if it is safe to do so.**

## If you hear the fire alarm or are warned of a fire:

1. Follow the instructions of the Warden.
2. Potentially dangerous processes or machinery should be closed down, if possible, do so safely and with no delay.
3. Leave lights on.
4. Leave the building immediately by following the **NEAREST** safe exit route indicated by **EXIT** signs unaffected by fire. Move quickly but **DO NOT RUN**.
5. Leave by the nearest safe exit route **MOVE** quickly **DO NOT RUN**.
6. Assist any person with disabilities.
7. Report to the Assembly Point fence near the Hall car park identified by green Assembly Point sign and stay until the 'all-clear' is given.
8. Stay outside the Hall until the 'all-clear' is given by the Building Warden or the Fire Service.

## APPENDIX H: HIRERS AGREEMENT

### Hirer or User Responsibilities

In order to comply with the requirements of Section 21a of the Fire Service Act 1975 and the Fire Safety and Evacuation of Buildings Regulations 1991, every group booking the hall must appoint a person who will be responsible for accounting for all occupants when hiring the facilities, should evacuation become necessary. For the purpose of this Evacuation Scheme the person shall be the nominated Building Warden.

As a condition, the Hirer must ensure that nominated Wardens are aware of their evacuation duties in the event of a fire.

The Hirer after acquiring familiarity with the requirements of the hall Evacuation Scheme will:

- Appoint a Building Warden *normally the person in charge of the group.*

The Hirer must implement checks to ensure:

- Escape routes are clear of obstacles at all times.
- Exit doors are not locked, barred or blocked to prevent occupants from leaving the building at any time.

## APPENDIX I: BUILDING WARDEN'S DUTIES

The Building Warden is the on-site individual in charge of the group at the time of the fire emergency and they shall coordinate the overall evacuation.

### On hearing the alarm:

1. Wear your identification located in the Emergency Cupboard: Hi Viz sash clearly imprinted with BUILDING WARDEN.
2. Proceed to your reporting point at the front entrance of the Hall.
3. Ensure the Fire Service has been notified by a **111 call** *this may be delegated and reported back to you*. The call may be placed by using a telephone in a neighbouring premise or by mobile telephone etc. Clearly state the premises **PAEROA WAR MEMORIAL HALL, 144 NORMANBY ROAD, PAEROA** and the **NATURE OF THE EMERGENCY** *fire, alarm sounding etc.*
4. Receive a report from the person who activated the alarm.
5. Receive reports from the Floor Wardens and maintain the evacuation board.
6. If no report is received from any Floor Warden, commence inquiries.
7. Ensure the Assistance Register is available and that all listed individuals have been accounted for.
8. Check the Fire Alarm Panel situated in the front foyer and visible from outside on the entrance steps.
9. Meet the Fire Service on their arrival and advise them of the evacuation status of the Hall, including the location of any person with disabilities.
10. If it is established that the fire emergency is a false alarm, you may return all building occupants. If there is any doubt, consult with the Fire Service before issuing the all-clear to return.



## APPENDIX J: FLOOR WARDEN'S DUTIES

The Warden's are those on-site who have been nominated by the Building Warden to ensure specific areas are checked in the event of a fire emergency and an evacuation.

### Upon hearing the fire alarm:

1. Wear your identification located in the Emergency Cupboard: Hi Viz sash clearly imprinted with "WARDEN".
2. Assist all occupants in your area of responsibility to evacuate the building via the nearest safe exit to the predetermined Assembly Point: beyond the Hall boundary, by the fence, where the Assembly Point sign is located.
3. Ensure smoke control doors are closed.
4. Check that all areas of responsibility are clear, including toilets.
5. Ensure critical appliances and systems are turned off if it is safe to do so.
6. Watch for people with disabilities who may require assistance; appoint a suitable person to assist as necessary.
7. Report to the Building Warden and convey area status. e.g. stage evacuated or occupied or person injured.

**Only if it is safe to do so should fire-fighting be attempted.**

## **Fire-fighting Precautions**

The first priority for the Warden is to ensure the safety of the building occupants. This may dictate that all occupants are immediately evacuated before fire-fighting actions are considered.


Do not approach the fire or attempt to extinguish a fire unless you have had appropriate training. Implement all considered plans of action with a minimum of two people .

**Always make sure you are positioned between the fire and a safe way out.**

## **Small Fire**

If a small fire is discovered, it may only require the immediate use of a hose reel or fire extinguisher. If there is any doubt as to your safety or the safety of other building occupants, contain the fire by closing appropriate doors. Activate a manual fire alarm call point and commence evacuation actions. Report the location to the Building Warden.

## APPENDIX K: ASSEMBLY POINT CHECK SHEET

Area	Occupied	In Area  Out			Clear ✓ / X
Foyer					
Men's Toilets					
Ladies Toilets					
Storage Room					
Main Hall					
Main Stage					
Small Hall					
Kitchen					
Basement					
Rear Toilet 1					
Rear Toilet 2					

Use this Check Sheet or the Site Plan to Record the Evacuation Status.

## **Assembly Points Warden Duties:**

Upon hearing the fire alarm:

1. Clear and direct occupants in your area of responsibility to evacuate the building via the nearest safe exit to the predetermined Assembly Point.

## **SECTION 3**

### **FORMS**

- **Application For Hall Hire – Casual Use**
- **Application For Hall Hire – Regular Use**
- **Bond Guarantee**
- **Hall Hire Inspection Report**
- **Hall Booking Cancellation Application**
- **Assistance Register**
- **Comments**

# 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:

- 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? \$.....

## USER CATEGORY: [Choose ONE type only]

- Not-For-Profit                       Commercial                       Social8                       Civic

**BOND CATEGORY:**                      Non-Resident/Out of District:                      Yes / No

If you are a resident of, or your organisation is based within, the Hauraki District please tick ONE of the following categories:

- |  |   |
|--|---|
| <input type="checkbox"/> <b>CATEGORY A</b><br>- Pre-school/Kohanga/School<br>- N-F-P Community group<br>- Sport Club/Organisation<br>- Church/Religious Organisation<br>- Cultural | <input type="checkbox"/> <b>CATEGORY B</b><br>- Private<br>- Social8<br>- Business/Commercial<br>- Market/Expo<br>8 weddings, birthdays, anniversaries,<br>EOY functions etc. |
|--|---|

**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**

**VG No: 641290**

FEE: Bond [RC521]	\$.....	Date Paid	.....
Rental [RC172]	\$.....	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? \$.....

## USER CATEGORY: [Choose ONE type only]

- Not-For-Profit     Commercial     Social8     Civic

## BOND CATEGORY:

Non-Resident/Out of District:      Yes / No

If you are a resident of, or your organisation is based within, the Hauraki District please tick **ONE** of the following categories:

### CATEGORY A

- Pre-school/Kohanga/School
- N-F-P Community group
- Sport Club/Organisation
- Church/Religious Organisation
- Cultural

### CATEGORY B

- Private
- Social8
- Business/Commercial
- Market/Expo
- 8 weddings, birthdays, anniversaries, EOY functions etc.



**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**

VG No: 641290

FEE: Bond [RC521]	\$.....	Date Paid	.....
Rental [RC172]	\$.....	Receipt No	.....
Additional Services	\$.....	Key(s) No	.....
TOTAL:	\$.....	Date Issued:	.....

File: 02.303.999 - .....

# BOND GUARANTEE FORM

I/We .....[Individual/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]

I/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]

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## OFFICE USE ONLY

**TAKAWAENGA**  
**HAURAKI DISTRICT COUNCIL**  
**PO BOX 17**  
**PAEROA**

Bond waived: Yes / No  
 CSA advised: ...../...../20.....  
 File: 02.303.999 - .....  
 Invoice Total: \$.....

# HALL HIRE INSPECTION REPORT

BOND AMOUNT PAID: \$.....

## CLEANLINESS

COMMENT: OKv / 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: 641290/521

Invoice/Refund: \$.....

INV/CR to:

..... Inspection Date: .....

..... 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: [RC521] \$.....  
 Rental Approved: [RC172] \$.....  
 Date Key(s) Returned: .....

File: 02.303.999 - ..... VG No: 641290

## 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.

# COMMENTS

02.303.999 - .....

Date: .....

.....

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Name: .....

Contact Details: .....

.....

.....