

APPLICATION FOR HALL HIRE

Regular or Casual Use

P O Box 17 Paeroa 3640
P: 078628609 or
0800 734 834 (within district)
E: info@hauraki-dc.govt.nz
www.hauraki-dc.govt.nz

I/We _____ (Individual/Organisation)
 _____ (Postal Address)

 _____ (Contact Name and phone no.)
 _____ (Email)

Please note: Entry requirements - It is the responsibility of the Hirer to ensure that all persons have scanned through the Covid 19 App. signage prior to entering this Hauraki District Council facility. Or provide a hard copy to Council, at the completion of hire, of those that used the facility.

The Contact Name and Phone Number of the person responsible for the entry requirements above and the care of the facility during Hire is:

_____ Phone: _____

Hereby apply to hire the: **NGATEA or WAIHI or PAEROA HALL** (Circle venue)

From: _____ (Date) To: _____ (Date)

Days Required:

Monday	_____ am/pm to _____ am/pm	Friday	_____ am/pm to _____ am/pm
Tuesday	_____ am/pm to _____ am/pm	Saturday	_____ am/pm to _____ am/pm
Wednesday	_____ am/pm to _____ am/pm	Sunday	_____ am/pm to _____ am/pm
Thursday	_____ am/pm to _____ am/pm		

What is the Activity?

Will an admission charge be made? Y/N If **Yes**, how much per person? _____

Requirements:

- | | | |
|-------------------------------------|------------------------------------|--|
| <input type="checkbox"/> Small Hall | <input type="checkbox"/> Main Hall | <input type="checkbox"/> Complex (Small and Main Hall) |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Crockery | <input type="checkbox"/> Sound system <input type="checkbox"/> Piano |

User Category: (Choose ONE type only)

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Not-For-Profit - Local - (excludes Social Functions) |
| <input type="checkbox"/> Social | <input type="checkbox"/> Not-For-Profit - Out of District - (excludes Social Functions) |
| <input type="checkbox"/> Civic | |

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) _____ (24hr 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 Wardens) _____ (24hr Contact Numbers)

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

_____ (Safety Officer) _____ (24hr 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 (19315.9140.9110)	\$
	Rental	\$
	Additional Services	\$
	Total:	\$
	Date Paid:	
	Receipt No:	

GENERAL CONDITIONS OF HIRE – HALLS



Please read and familiarise yourself with these conditions

1. Hire:
 - 1.1 Application form must be completed. Payment must be made before date of hire, and/or before collecting the Hall key.
 - 1.2 Bookings can only be made through Council's Customer Services Centre, located at Council offices in Paeroa, Ngatea and Waihi. Each year regular users must complete new application forms for the coming year.
 - 1.3 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 seven (7) working days before the affected date.
 - 1.4 Any hirer wishing to cancel or alter a regular booking is required to advise Council in writing, on a Cancellation Form, at least seven (7) working days before the affected date.
 - 1.5 The Council shall determine the status of the hirer in order to charge the correct fee.
 - 1.6 **All bookings must include an allowance for setup/clean-up time in addition to the actual time required for the activity. Hires will be charged for this set-up/clean-up time.**
 - 1.7 Should a booking be requested for a one-off event, (e.g. wedding, Commercial event, social function), and it coincides with a regular booking – that the regular hirer be consulted in relation to cancellation of their booking**
2. Cancellation – any booking:
 - 2.1 All booking cancellations must be in writing, on a Cancellation Form, addressed to the Council, no later than seven (7) working days before the hire date. Hirers not cancelling prior to the seven (7) working days will forfeit their rental. Such payments will only be refunded at the discretion of the Council.
3. Fees/Charges:
 - 3.1 Current charges are available from Council's Customer Services.
 - 3.2 Any request for a waiver must be made in advance, in writing and will be determined by the relevant Ward Chair
 - 3.3 The hirer is responsible for the return of keys to the Council Offices and keys are to be signed in. This must be completed by 9am in the morning on the first working day following hire.
 - 3.4 The hirer is responsible for notifying Council of any loss of a key.

Note: Loss of a key may result in the locks being changed and the full cost being invoiced to the User.
4. Use – General:
 - 4.1 Only use the facility for the times and purpose approved by Council.
 - 4.2 Should Council decide the hirer is not utilising the facility 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.
 - 4.3 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. Use the notice board if one is provided. Council reserves the right to remove any material from notice boards at any time or on a regular basis.
 - 4.4 Do not use the premises in an illegal or offensive manner.

- 4.5 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.
 - 4.6 Restore the premises to the original setting after use.
 - 4.7 Know where the lights/equipment are.
 - 4.8 Use of the premises must finish by 1am, except with written permission of Council.
 - 4.9 NZ Police, Fire Service and Ambulance service have right of entry at all times. Obey their directions.
 - 4.10 During the hire time, lights in premises and toilets are to be left on. Hirers are responsible for ensuring that lights and heaters are switched off after use. The cost of calling staff out to switch off lights, etc will be charged to the hirer.
 - 4.11 Note the location of all "EXIT DOORS" in the facility.
 - 4.12 Ensure that all "Exit" and "Emergency" Lights are operating and exit Lights are switched "On" when the facility is in use.
 - 4.13 Ensure that all Exits from the building are kept clear and all doors are operating efficiently before facility is used.
 - 4.14 Note the location of all Auxiliary FIRE FIGHTING appliances within the facility. Inspect and protect the premises against outbreak of fire during and after hire.
 - 4.15 Comply with maximum permitted hall numbers to ensure that overcrowding does not take place.
5. Cleaning:
- 5.1 Hirers are required to clean the premises immediately after completion of use, or unless otherwise arranged with Council.
 - 5.2 The following cleaning duties MUST be carried out at the completion of each hire session:
 - Floors – swept, vacuumed and mopped as required
 - Entry Foyers – swept, vacuumed and mopped as required.
 - Toilets – pans and urinals cleaned, hand basins wiped clean, floors swept and mopped.
 - Kitchens (if used)
 - all crockery/cutlery washed and put away
 - dishwasher unloaded and wiped clean
 - fridge emptied and wiped inside and out
 - stovetop and elements wiped clean
 - oven cleaned, trays cleaned
 - floors swept and mopped
 - bench tops wiped clean
 - all appliances switched off
 - 5.3 Any necessary additional cleaning, in the Council opinion, of the Premises (including toilets) will be charged to the hirer.
 - 5.4 Rubbish is to be removed from the premises and surroundings, i.e. not left outside after locking up.
 - 5.5 Cleaning equipment. The following is a list of cleaning equipment available for facility users. All equipment must be returned to the cleaning cupboard.
 - Buckets
 - Wet Mop
 - Brooms

HALL CANCELLATION NOTICE



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)

_____ (Address)

_____ (Contact phone number)

Make application to cancel the hire of the:

NGATEA or WAIHI or PAEROA HALL (Circle venue)

On the following date/s _____

The reason for the cancellation is:

Signed: _____ Date: ____/____/20____

Name: _____

Please print