

# TERMS AND CONDITIONS OF HALL HIRE



This document outlines the terms and conditions of hire for the Hanmer Spring Memorial Hall which can be hired for meetings, events, indoor sports and social functions.

## 1. Confirmation of booking

No booking for hire of the hall is confirmed until these Terms and Conditions are signed and the hire and bond fees, if applicable, are paid.

## 2. Charges

Updated Fees and Charges can be found at <https://www.hurunui.govt.nz/council/fees-charges/halls>

## 3. Additional Costs

Additional Costs will occur if:

- Hall equipment or fittings are damaged
- Extra Cleaning is required
- You enter into or remain in the hall outside the booked period
- Rubbish is left inside or outside of the hall
- Any other breach of these conditions has occurred, resulting on call out charges or other costs to the Hurunui District Council.

## 4. Keys

Keys can be collected the day of the hire from the Hanmer Springs Service Centre and Library or if you cannot make it to our premise during working hours we can arrange otherwise. Payment must be completed before key pick up.

## 5. Maximum Occupancy

The maximum number of people in the hall at any one time shall not exceed 250. The hirer is responsible to ensure that this is adhered to. (Seating approximately 100 people comfortably)

## 6. Cancellation Policy

Hurunui District Council reserves the right to charge the full hire costs for venues cancelled less than 10 days prior to the event and to charge a cancellation fee of 50% if the Hirer cancels the booking once the booking has been confirmed.

## **7. Health and Safety**

All activities on Council properties fall under the Health and Safety and Employment Act 2015. Council, Hirers and users are bound by the provisions of the Act to take all practical steps to ensure the safety of all participants.

Hirer's responsibilities:

- Hirers need to hold or arrange their own public liability insurance.
- Familiarise yourself with the evacuation sheet for the hall
- Verify the position of all exit points and stairways and confirm these are not obstructed.
- Be present for the duration of the hire.
- Advise the Hurunui District Council of any Health & Safety incident occurring at the venue. For serious incidents the Hirer will contact the Council immediately on 03 314 8816.
- The hirer will ensure that no vehicle is left within 5 metres of an emergency exit or exit route.
- Ensure that all practicable steps are taken to ensure the safety of all hall users and others.

Ask for help if you do not understand any of these responsibilities.

## **8. Fire Safety and Evacuation Procedures**

Every hirer must understand and sign the attached Hall Hirers Agreement – Fire Emergency Procedures.

## **9. Cleaning and Rubbish removal**

- The hirer is responsible for the cleaning all areas of the hall that they have used. This includes kitchen, toilets and stage areas, if applicable.
- Mopping and sweeping equipment is available at the hall in the closet of the men's toilet adjacent to the front entry.
- Chairs and tables must be wiped down and returned to their original location.
- The hirer will ensure that all rubbish is removed from the building and surrounding area at the end of the hire period, particularly that the car park and outside area is left free of rubbish, glass and cigarette butts.

## **10. Hours of Use**

All music must be shut down by 12am and the premises vacated by 1am.

## **11. Alcohol**

If alcohol is being consumed at your event you need to provide us with a Host Responsibly Plan or obtain a special licence from the Hurunui District Council.

## **12. Smoking**

Smoking is not permitted inside the hall

## **13. Decorations**

Hirers may use the screw eyes positioned around the hall for securing decorations, lighting etc. Staples and small brads may also be used, preferably on the tops of architraves and/or wallboard joints. All fixings, including blue tack and staples must be removed by the hirer. No Sellotape is to be used in the Hall.

## **14. Crockery**

A limited amount of crockery is available with the hire of the Hall.

**15. Heaters**

The Hall is fitted with electrical ceiling panel heaters with wall mounted thermostats in separate rooms to set the required temperature.

**16. Damage to the Hall or Fixtures**

Any damage to the hall or fixtures, and any breakages, must be notified to the Hurunui District Council by the Hirer.

The Hirer is responsible for the full cost for any damage caused during the hire.

**17. Security**

The Hirer is responsible for securing the venue upon completion of the function. They must ensure:

- All lights, heaters, stoves, taps and electrical appliances are turned off (except fridges).
- All people are out of the building.
- Windows and doors are closed and locked.

**18. Noise and Annoyance**

Noise levels from functions should not disturb surrounding residents. Failure to comply with this condition may result in the early closure of your function and a \$500 fine.

Vacate the site quietly and drive responsibly

Name of Hirer: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile Phone No: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Amount paid: Bond paid: \_\_\_\_\_

Signature: \_\_\_\_\_