

Mahurangi West Hall and Reserve Society Inc



This Agreement is made between:

Mahurangi West Hall Inc. (the Society)

And:

The Hirer described in the **Schedule** as follows.

1. In consideration of the payment of the hire charge and deposit described in the **Schedule**, the Hirer shall be entitled to the exclusive use and occupation of the premises known as the Mahurangi West Hall for the Hire Period and for the purpose described in the Schedule.
2. The Hirer shall at all times observe all Laws and By-Laws relating to the use of the premises and comply with any directions given from time to time by any authorised agent of any relevant local authority.
3. The Hirer shall deliver up the premises to the Society in the same good order and condition it was in at the time of commencement of the Hire Period (fair wear and tear accepted).
4. Subject to the Hirer observing the terms and conditions of this agreement the Society shall refund the Hirer's deposit within seven (7) days of the expiry of the Hire Period.

Schedule

Hirer:

Contact Address:

Contact Phone Number:

Purpose: _____

Hire Period: (Time and dates required) From: _____ to: _____

Hire Charge: \$

Bond: \$1200.00

Dated: ____ / ____ / ____

Signed on behalf of the Society: _____

Signed by the Hirer: _____

CONDITIONS OF HIRE:

I/We _____ being the Hirer/s of the **Mahurangi West Hall** do agree and will comply in total with the following conditions of hire:

1. Only use the part of the complex that has been hired and paid for, for the time specified. Hireage of the hall DOES NOT include use of the hall theatre system.
2. The Hall is to be vacated AND cleaned by the finish time stated above. Where prior agreement is obtained cleaning may take place by 10.00 a.m. the following day. A cleaning fee may be deducted from the bond if deemed necessary by the committee. Leave the hired area in a clean and tidy condition (floor swept and washed per instructions, benches wiped etc.). Additional toilet paper to be provided by the Hirer/s.
3. To collect and return the keys and the User's Checklist as arranged.
4. At no time attach stickers or signs in any manner to the walls, windows or fittings (no staples, drawing pins, nails, spray paint etc.)
5. Specific prior approval must be obtained if you intend to use dry ice at the function.
6. Be responsible for the re-storage of all furniture to its correct place (trestles, chairs etc).
7. Remove all refuse as accumulated by the Hirer/s during the period of usage, also in the roadside and parking area.
8. Will undertake to make good any damage or loss to Hall property or equipment that is attributable to members, supporters or invited guests during the specified period of hire. Any damage caused to the Hall/Centre or its equipment may be repaired or replaced by tradesman of the Mahurangi West Hall Committee's choosing and the cost deducted from the Bond.
9. Will ensure that the NO SMOKING policy in the entire complex is followed.
10. Ensure compliance with the NO ANIMALS policy throughout the entire complex.
11. The consumption and/or sale of liquor requires a Special License from the Rodney District Council's Licensing Department. This special license must be obtained at least 15 working days prior to the event. **EVENING FUNCTIONS TO END BY 12 MIDNIGHT AND PREMISES TO BE VACATED BY 1.00 A.M.**
12. Take full responsibility for the storage and protection of own equipment and property while it is within the complex.
13. Allow access to the Hall/Centre at all times by an authorised representative of the Mahurangi West Hall Committee.
14. Be aware that subletting or overnight occupation is not permitted.

15. Understand that should any expenses be incurred by the Mahurangi West Hall Committee due to non-fulfilment of any conditions, that the cost may be deducted from the bond and/or the costs born in total by the Hirer/s.
16. Health and Safety
Hirers must avoid any activity which places themselves, their guests or other attendees at risk of injury to themselves or others. In the event of the Hirer/s becoming aware of any hazardous situation associated with the building then such hazards must be isolated and the matter reported to the Mahurangi West Hall Committee.
17. Please note that the Hall/Centre is operated by a volunteer committee. Your assistance in maintaining our community facility and reserve in a clean and tidy condition is much appreciated.
18. Count crockery, cups and glasses (list of crockery available from Bookings Officer).
19. No fires should be lit outside the Hall/Centre.
20. As a condition of the hiring of the Mahurangi West Hall, the Hirer/s agree to be appointed and act as the Fire Warden pursuant to the Fire Safety and Evacuation of Buildings Regulation 1992. The Hirer/s further acknowledge that they have been supplied with a copy of the Warden's duties and understand the actions required of them in the event of a fire.

The Mahurangi West Hall Committee shall not be held responsible for any loss, theft or damage of any property for any reason, regardless of the cause – including any fault pertaining to any fitting, appliance or piece of apparatus within the vicinity of the Mahurangi West Hall buildings or grounds.

I/We have read and understood the above conditions and agreed to be bound by them.

Signed:

(an authorised representative of the Hirer/s)

Date:

NAME:

(Please print clearly)

FIRE WARDEN RESPONSIBILITIES

The Fire Warden is responsible for the evacuation of the building and to ensure every occupant reaches the assembly locations safer, when either the fire alarm sounds, or a fire has been detected.

Fire Warden:

Occupants	Advise and direct all occupants to leave the building by the quickest possible route. NB Check toilets, and assist all elderly and disabled people.
The Area	Ensure all doors and windows have been closed.
Fire Services	Make sure the Fire Service has been notified, and liaise with them on arrival.
Fire Fighting	Only if it is safe to do so should fire fighting be attempted.
Re-Enter	Ensure it is safe for people to re-enter the building. Liaise with the Fire Services.

All Concerned:

General	<p>Familiarise yourself not only with the fire exits but also with the overall procedure in the event of a fire.</p> <p>Never assume an alarm is a drill - assume it is a fire.</p> <p>It is simple common sense to evacuate a building when the fire alarm is sounded.</p> <p>Do not forget the building and contents can be replaced, but not you.</p> <p>Fire is a very real hazard.</p> <p>Do not re-enter the building until the "all clear" is given i.e. the bell stops or the Fire Warden tells you.</p>
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USER'S CHECKLIST

Hirer/s Name
(Club, Business etc.)

Authorised Signatory (full name)

HAVE YOU:

- | | | |
|-----|--|--------|
| 1. | Paid your bond? | Yes/No |
| 2. | Paid your Hireage Fees? | Yes/No |
| 3. | Swept and washed floors as per instructions? | Yes/No |
| 4. | Returned all furniture to the storage areas? | Yes/No |
| 5. | Removed all refuse accumulated by your group?
(Handouts, magazines, bottles etc) | Yes/No |
| 6. | Turned off all taps and kitchen urn/zip? | Yes/No |
| 7. | Cleaned toilet and sinks? | Yes/No |
| 8. | Cleaned all kitchen surfaces/put away all crockery? | Yes/No |
| 9. | Turned off all lights/heaters? | Yes/No |
| 10. | Checked and locked all windows/doors? | Yes/No |
| 11. | Returned keys and Users Checklist? | Yes/No |
| 12. | Has your group lost, broken or damaged any furniture,
cutlery, fittings etc. belonging to the Hall? | Yes/No |
| 13. | Left the fridge cleaned and open? | Yes/No |

Specify:

Signed:

Date:

Mahurangi West Hall Chattel List

Quantity	Description
	Chairs
	Tables
	Brooms/Mops etc
	Fire Extinguisher/Fire Hose Reel
	Fridge /Freezer
	Plates
	Cups
	Saucers
	Pots/ pans
	Glasses/Jugs etc
	Cutlery
	Microwaves
	Zips
	Barbeque

Mahurangi West Hall and Reserve Society Inc



REQUEST FOR REFUND OF BOND

DATE/S OF HIRE: _____

RECEIPT NO: _____

HIRER'S NAME: _____

AND ADDRESS: _____

BOND AMOUNT: _____

DEDUCTIONS: _____

TOTAL REFUND: _____

NOTE: A bond shall be payable (cash or cheque only) with the hire fee before the key is issued. The full Bond is refundable if no costs have been incurred by the Mahurangi West Hall Committee for damage to the premises and/or surrounding grounds or as a result of the negligence of the hirer or any of their members, guests etc. and no additional cleaning is required. The Mahurangi West Hall Committee reserves the right to decline the use of the Hall, or increase the amount of the Bond required.