

# Kāwhia Community Centre Hall - Conditions of Use

## Booking information:

**Half day booking:** Up to 4 hours.

**Full day booking:** More than 4 hours.

**Opening and Closing times:** Earliest opening time is 7.30am. Latest closing time is 10.00pm.

**Minimum hire period:** 1 hour.

## Hire Charges:

Main Hall (excluding Kitchen)	Up to 4 hours - \$40 Up to 8 hours - \$80
Main Hall (excluding Kitchen) for not-for-profit community groups	Up to 4 hours - \$20 Up to 8 hours - \$40
Entire Facility - Nighttime	\$160
Supper room only	\$20
Kitchen	\$50
Shoulder Day	Charges as above
Callout Fee (staff member attendance during event)	\$50 (taken from bond)
Security Bond	\$200

Hire charges must be paid in full prior to the event. The Council also reserves the right to amend the hire charges and conditions of hire at any time.

## Confirmation and Bond Payment:

All bookings must be confirmed by the payment of a security bond and hire fees. Failure to confirm the booking within 2 working days of the booking date may result in the area concerned being hired to another party. If another enquiry is received for the date that a tentative booking is held, the original party will have 24 hours in which to arrange and pay the Bond.

The security bond is refundable within seven working days following the hire, provided:

- a) the area hired has been left clean and tidy in a satisfactory condition as determined by the Custodian and no loss or damage has been caused or occasioned by the use; and
- b) payment of all other costs incurred has been paid in full to the Council.

**Note:** *The liability of any hirer for damage to or loss of any furniture or fittings and/or damage to floors, windows and walls within the hall is not limited to the amount of the bond, and any additional expense incurred by Council in rectifying the situation will be recovered from the hirer as a debt.*

### **Cancellations:**

- a) Hirers may forfeit their Bond if a booking is cancelled at any time within a period of 2 working days prior to the date of hire, at the discretion of the Council.
- b) Regular users are able to make bookings up to 12 months in advance. While all endeavours will be made to honour these bookings, Council reserves the right to cancel bookings in the event that a community function or other significant event is proposed during the booking period. Should this arise, Council will provide notice in writing at least 14 days before the hire commences and offer a discounted replacement booking at a mutually agreeable date.

### **Set Up:**

The setting up of the particular area to be used is the responsibility of the hirer. No tacks, nails, screws or staples shall be driven in any part of the premises. No decorations, native foliage or trees, vehicles or heavy machinery may be placed in the Hall without the Council's written approval.

Hirers are requested to advise Council of their requirements for tables and chairs when booking.

**Note:** *No equipment or furniture is to be removed from the hall or interfered with without the express approval of Council. Hirers are to remove all material used by them, to collect and dispose of all litter.*

## **Clean Up:**

Following any usage, it is the obligation of the hirers to clean the area to the satisfaction of the Council representative. Hirers are to clean up all spills on the kitchen surfaces, and all rubbish and materials are to be removed from the premises and surrounding area.

In the event of the Council's representative considering that the areas which were occupied by the hirer are not in a satisfactory clean and tidy condition, the hirer will be given the opportunity to remedy the matter. If the hirer does not, and it is considered necessary, commercial cleaners will be engaged to carry out cleaning work, the costs of such engagement shall be charged to the hirer at the current rates.

In the event of Council being requested to organise the cleaning of hired areas, a fee will be charged and invoiced to the hirer. The bond will not be refunded until such fees are paid.

## **Alcohol:**

If the sale and/or supply of alcohol is proposed, a special licence must be obtained in accordance with Subpart 4 of the Sale and Supply of Alcohol Act 2012.

An application for special licence must be made no less than 20 working days prior to the event. Application forms are available from the Council website [www.otodc.govt.nz](http://www.otodc.govt.nz) or from the Council offices. Any enquiries can be made by phoning Council on 07 873 4000.

**Sell**, in relation to alcohol, includes:

- charge a fee (however described, and whether an entry fee, a ticket price, or a payment of any other kind) for an alcohol-inclusive matter; and
- require, ask for, or (expressly or by implication) suggest the making of a koha or other donation (whether to be made before, after, or during the entry event, activity, or function concerned) in relation to an alcohol-inclusive matter.

The use of alcohol within the hall is subject to the approval of a host responsibility policy provided by the hirers suitable for the purposes of the proposed event.

## **Mobility Impaired Access:**

The Kāwhia Community Centre has wheelchair access.

### **Other Conditions:**

- Sub-letting of the premises, or any part thereof, is absolutely prohibited and will not be recognised under any circumstances.
- No bills, placards or advertising matter of any description will be permitted on any part of the premises or approaches thereto, save only as permitted by the Council.
- No materials or substances are to be put on the hall floor without the express permission of the Council.
- No hirer shall alter, remove, or interfere with any lighting, sound or heating equipment, without the written consent of the Council.

### **Health and Safety:**

The Hirer must ensure that access and egress for residents, businesses or emergency vehicles is available at all times and that the public is not duly inconvenienced by the Event. This includes public and private access ways that must be kept clear at all times.

It is the Hirers responsibility to make themselves familiar with the evacuation procedure in case of fire at the hall, and to ensure that all emergency exits are clear and free of any obstacles.

It is the responsibility of the Hirer to provide first aid supplies.

### **Safety Wardens:**

The Hirer is responsible for appointing a safety warden during the occupation of the community venue. The assigned safety warden must ensure that all emergency exits are checked twice prior to use and at least once during the occupation. This includes ensuring there is no interference with smoke detectors, fire hoses and emergency exits.

Any hazard a Hirer may encounter either as a result of any activity or physical condition must be reported immediately to the relevant emergency response and also to Ōtorohanga District Council by calling 07 873 4000.

### **Emergency Management:**

Having a documented emergency management plan is a legislative requirement. Any Hirer using a facility must adhere to relevant building Fire Safety procedures. The maximum occupancy of the hall is 200 people.

The Safety Warden is the on-site individual in charge of the safety of the group at the time of hire and they shall coordinate the overall evacuation in the event of an emergency. If a fire is discovered, the Fire Procedures located on the wall should be followed. The Safety Warden will ensure that the Emergency Services are called immediately; and will ascertain the evacuation of the facility and meet the Emergency Services team on their arrival to inform them of the situation.

### **Liability:**

The Council will accept no responsibility for any claim arising out of the hire of the hall or part thereof. In addition, hall hirers are advised that Council is in no way responsible for any equipment or personal belongings left overnight in the hall and, if necessary, hirers should arrange private insurance prior to the date of first hire.

### **Declaration:**

I have read and understand the Conditions of Hire and will comply with all conditions. The hirer is also aware that they will be responsible for paying any invoice received from external agencies relating to the activation of fire alarms, security systems, cleaning, and/or damage.

Hirer \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_