

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

Business/commercial from outside Hanmer Springs

Overnight (12 noon to 12 noon)	\$240.00
Full Day (9am to 6pm)	\$200.00
Per Hour	\$30.00

Hanmer Springs Business/commercial

Overnight (12 noon to 12 noon)	\$185.00
Full day (9am to 6pm)	\$120.00
Per Hour	\$20.00

Community/Charitable Use

Overnight (12 noon to 12 noon)	\$60.00
Full day (9am to 6pm)	\$60.00
Per Hour	\$10.00
Amuri Players – Rehearsals and Production – Annual Fee	

Others

Overnight (12 noon to 12 noon)	\$160.00 + \$250.00 bond
Full day (9am to 6pm)	\$90.00 + \$250.00 bond
Per Hour	\$20.00

Any bond paid will be fully refunded, to the hirer, on the following 20th of the month provided all conditions of hire have been adhered to.

Local non-profit organisations may not be required to pay a bond but must agree to all other conditions of hire.

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.

Please 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 of 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: _____

HALL HIRERS AGREEMENT – FIRE EMERGENCY PROCEDURES

The hirer of the hall becomes (or appoints) the CHIEF WARDEN The hirer of the hall must appoint at least two FIRE WARDENS

CHIEF WARDEN hi-viz vest and FIRE WARDENS hi-viz vests are located in Storage cupboard

ALL OCCUPANTS MUST BE ADVISED OF THE ACTIONS TO TAKE IF YOU DISCOVER A FIRE

- WARN OCCUPANTS IN THE IMMEDIATE AREA
- Sound the Fire Alarm by activating the nearest manual call point
- Move to a safe place away from the noise of the alarm and make a 111 call to Fire and Emergency NZ advising of a fire at Hanmer Springs Hall at 549 Amuri Avenue, Hanmer Springs. Pass on any known information about the fire eg. Location and size
- Evacuate the building to the place of safety outside – Grass area under trees to the north of the building
- Confirm to the Chief Warden that a 111 call has been made **Firefighting should only be attempted if:**
 - You have been trained in the use of the firefighting equipment
 - The fire is small enough to contain
 - You are not putting yourself or anyone else at risk

FIRE WARDEN DUTIES

If alerted to a fire: Sound the Fire Alarm (if not already sounding) by activating a manual call point

- Direct all occupants to evacuate the building to the place of safety outside – grass area under trees to the north of the building
- Turn off electrical appliances if it is safe to do so
- Check **all areas on all floors** (including bathrooms, storage rooms and changing rooms) to ensure all occupants have evacuated. Ensure all internal doors are closed (but not locked) and lights are left on
- Assist anyone who may have difficulty evacuating the building on their own, or assign another occupant to do so
- Report to the Chief Warden at the main entrance to confirm that all occupants have evacuated
- Proceed to the place of safety outside 0 grass area under trees to the north of the building

CHIEF WARDEN DUTIES

If alerted to a fire: Sound the Fire Alarm (if not already sounding) by activating a manual call point

- Put on the Chief Warden hi-viz vest located in the Storage cupboard
- Wait outside the main entrance. Ensure no one tries to enter the building
- Ensure that a 111 emergency call has been made. If there is any doubt, make another call.
- Receive notification from the Fire Wardens as they exit the building
- Once all Fire Wardens have evacuated, proceed to the place of safety outside – grass area under trees to the north of the building.
- Report to Fire and Emergency NZ on their arrival to advise the status of the evacuation

TICK THE BOXES TO CONFIRM YOU UNDERSTAND AND HAVE BEEN SHOWN THE FOLLOWING:

What to do if a fire is discovered

The roles and responsibilities of the Fire Wardens

The Fire Action Notices

The location of Fire Exits and place of safety outside

This is to verify that I, _____, have read, understand and agree to comply with the Fire Emergency Procedures stated above

SIGNED _____

DATE _____

HOST RESPONSIBILITY PLAN



The Hurunui District Council requires a written Host Responsibility Plan for all functions held on Council Property where alcohol is being consumed and a **special licence has not been granted**. (A special licence would be required if alcohol was being sold at the event, or is included within the entry of ticket price for the event).

Please forward the completed form to:

Hurunui District Council
PO Box 13
Amberley

or email: licensing@hurunui.govt.nz

EVENT DETAILS

Name of organiser: _____

Contact telephone number: _____

Name of Council Hall hired: _____

What is the occasion or event (e.g. Wedding, 21st, etc): _____

Date of the occasion or event: _____

Start time and finish time of event: _____

Entry arrangements (e.g. tickets/invitation/membership, etc): _____

Numbers expected: _____

Ages of those attending: _____

Details of any entertainment (e.g. band, time booked, etc): _____

HOST RESPONSIBILITY

(a) What provision do you have for the supply of:

(i) Food? Please note that being a good host, and normal practice now dictates, that food is continuously available. A range of snack style food such as savouries, sandwiches, pizzas, etc is recommended.

Type: _____

Provided by: _____

(ii) Non-alcoholic refreshments? A selection of non-alcoholic refreshments including water should be available and easily accessible at all times: _____

(b) What strategies do you have in place to ensure that your guests get home safely from your function? E.g. make a telephone readily available to arrange sober transport, provide a courtesy van, or operate a designated driver scheme? _____

(c) What steps do you propose to take aim at promoting the responsible consumption of alcohol? E.g. Supervised bar, non-alcoholic drinks to designated drivers, free water, limited amount for BYO? _____

(d) What strategies will you have in place to deal with potentially intoxicated persons? i.e. will you offer soft drinks, tea, coffee. How will you slow then down? Who has the authority to ask guests to leave?



Bond Refund Refund Form

Name of Hirer: _____

Address: _____

Phone: _____

Email Address: _____

Bank Account Information

Name of Account Holder: _____

Bank Account Number: _____

Proof of bank account eg. deposit slip, screenshot of account details

Date of Hall Hire: _____

Refund Amount \$ _____ Signature of Hirer: _____

Refunds will be made on the 20th of the following month