

TERMS AND CONDITIONS OF HALL HIRE



This document outlines the terms and conditions of hire for the Amberley Pavilion which can be hired for meetings, events, indoor sports and social functions.

Please Note: This building has other organisations/function rooms using the same entry into the building. We are only responsible for the bookings of the Amberley Pavilion. If there is a function in the rugby rooms upstairs, we advise that you shut the door into the hall and open one of the exit doors on the north side of the building for entry.

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

Charges shall be specified in the current Hurunui District Council's fees and charges schedule.

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 Hurunui District Council office in Amberley, following receipt of payment. If the hire is over the weekend, the key is to be picked up on the Friday (last working day) prior to the booking and returned on the next business day or as otherwise arranged.

5. Maximum Occupancy

The maximum number of people in the hall at any one time shall not exceed 470 standing (or 328 inclusive of tables and chairs). The hirer is responsible to ensure that this is adhered to.

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:

- 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 vacuuming equipment is available at the hall.
 - 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

11. Alcohol

If alcohol is served the person hiring the Pavilion is responsible. You need to provide us with a Host Responsibly Plan.

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 sellotape and blue tack must be removed by the hirer.

14. Crockery

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

15. Heaters

The heater system is run by \$1 coins. The heaters can be found in the small room to the left of the small kitchen.

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.

Please do not pin, stick or tape anything to the white rear white wall of the stage as it has been specially surfaced for use as a projection screen. If you pin, stick or tape anything to the white rear wall you will be liable for the cost of a recoat of the special surface (as per notices located around the stage).

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: _____

Age of Hire

All persons hiring the hall must be over the age of 20 years except in the case of a 21st party, where a parent or care giver must sign the Terms and Conditions of Hire form. The hall will only be hired for a 21st party if the hirer lives within the Hurunui district.