

HURUNUI DISTRICT COUNCIL

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ROTHERHAM HALL

TERMS AND CONDITIONS OF HIRE

Name of Applicant: (Person/organisation/community group hiring the hall)	
Date of Hall Hire	
Purpose of Hall Hire	
Approximate number of people attending	

The Condition of this agreement apply to all users of the Rotherham Hall.

Use

The Rotherham Hall may be hired for meetings, functions, stalls and various entertainments.

Hire Obligation

The hirer must read, understand and sign this agreement prior to paying the charges and bond of the hall. If hired on a Saturday night, the hall must be cleaned and vacated by 12 o'clock the next day.

Bond and Hall Hire Charges

A bond is to be lodged with the Hurunui District Council prior to a function/event where food and alcohol is supplied. Refer to Council website "Fees & Charges" for both bond and hall hire charges. The bond will be fully refunded to the hirer provided all conditions of hire have been adhered to. *Local non-profit organisations are not required to pay a bond but must agree to all other conditions of hire.*

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 and Fire Emergency Procedures form. The hall will only be hired for a 21st party if the hirer lives within the Hurunui District.

Sub-letting

The hirer will not sublet the hall without the prior written authority of the Hurunui District Council.

District Plan Compliance

The hirer must ensure that the use of the Hall complies with the provisions of the Hurunui District Plan.

Fire Exit Door Checks

The hirer must ensure that Fire Exits are kept clear at all times.

Smokefree

Smoking is NOT permitted inside any part of the building or outside the entrance or surrounding grounds.

Sale of Alcohol

The person/organisation hiring the hall are responsible for obtaining the necessary alcohol licences from the Hurunui District Council. A Host Responsibility Plan will also need to be completed and returned to the Hurunui District Council.

Noise and annoyance

The person hiring the hall must ensure that the noise level is kept to a minimum as to not cause annoyance to local residents. Noise levels must comply with the provisions of the Hurunui District Plan. **All music must be shut down by 12am.**

It is the responsibility of the hirer to make sure that the hall and facilities are left in a tidy and clean condition for the next user.

- Please ensure that all tables, chairs, sports equipment and kitchen equipment etc are put away where they were found.
- Please ensure that the floor is swept and washed.
- Please ensure that toilets are left clean.
- Please ensure that all food scraps and rubbish are taken away and disposed of appropriately.
- Please ensure that all heating is turned off and the exterior doors are locked before you leave.

If you think that you will not be able to meet these requirements, please contact the Hurunui District Council so that arrangements can be made for cleaning. A cleaning charge will be included in the hire charge.

Please report all breakages or damage to the Hurunui District Council.

I have read and understand, and agree to the above terms and conditions of hire and the Fire Emergency Procedures.

Signed: _____

Date: _____