

## Waiau Pa Community Hall Hire – Terms and Conditions

### Hireage Contract

1. The booking is secured by signing the contract and payment of the bond and deposit at least two weeks in advance or as requested by the committee.
2. A deposit of \$..... may be required to be paid at time of booking. If the booking is cancelled the deposit will be forfeited. This may be waived by the hall committee.
3. A bond of \$..... may be required and must be paid before the key is uplifted. The bond will be returned to the hirer at the termination of the hire agreement provided that the committee is satisfied with the condition in which the hall is left.
4. Hireage of the Hall is \$.....
5. Payment of bond and hall hire fee can be made to the bank account, Waiau Pa Hall Committee ASB Pukekohe 12-3023-0416627-00. Please use your name as reference and date of hire as particulars.
6. Keys can be collected from Four Square..... Keys are to be returned to the same.....after the period of hireage unless the committee has agreed to alternative arrangements. In the event that a key is lost, the committee may decide to either replace the hall locks and permanent keys or replace the key – either action to be at the cost of the Hirer.
7. All hirer's must be a legal entity. The committee reserves the right to ask for proof of legal entity. A legal entity is a registered group or individual who has the capacity to;
  - a. Enter into agreements or contracts
  - b. Assume obligations
  - c. Incur and pay debts
  - d. Sue and be sued in its own right
8. The person who makes the booking (or the legal entity's representative) is required to be present for the duration of the event.
  - a. Should for any reason the hirer(s) named is unable to be present they will nominate another regular member of their group to assume responsibility
9. At all times, it is the Hirer's, or legal entity the Hirer represents, sole responsibility to comply with all central and local government Covid 19 requirements.
10. The Hirer indemnifies the committee against any breach or penalty occurred as a result of non compliance.
11. The person who makes the booking (or the legal entity's representative) is required to be present for the duration of the event.
12. All persons signing or accepting this Agreement online (whether as an individual Hirer, or Director or other authorised signatory of another legal entity) shall be bound personally to abide by all of the terms and conditions contained in the Agreement and to fulfil all of the Hirer's obligations under this Agreement as a principal debtor.
13. All persons signing or accepting this agreement be accountable for illegal activities, (whether as an individual hirer, director or other authorised signatory of another legal entity) shall be bound personally to abide by all of the terms and conditions contained in the agreement and to fulfil all of the hirer's obligation under this agreement as principal debtor.
14. The hirer must consider the suitability of the hall for their event when making a booking.
15. Conduct at every event held in and around the hall must comply with Auckland City Council bylaws. Bylaws may be found at [www.aucklandcouncil.govt.nz](http://www.aucklandcouncil.govt.nz)

16. The hirer must not allow any illegal activities to take place in or outside the venue during the hire period.
17. Noise levels must always be kept to an acceptable level.
18. The stated capacity of the Hall venue must not be exceeded at any time. (270 persons)
19. The hall MUST be vacated by 1am.
20. The Hall must not be sub-let.
21. No decorations to be attached to any wall, door, ceiling or window surfaces. There is a dado rail with nails and hooks already in place.
22. No sprigged or stiletto shoes.
23. The hirer will ensure that the NO SMOKING policy is followed including the use of naked flame or smoke machines.
24. The Hirer will take full responsibility for the storage and protection of own equipment and property while it is within the Hall.
25. The Hirer will undertake to make good any damage or loss to the hall, property or equipment, other than reasonable wear and tear, that is attributed to members, supporters or invited guests during the time of hire. Any damage caused to the hall or it's equipment may be repaired or replaced by tradesman of the committees choosing and the cost deducted from the bond.
26. Understand that should any expenses be incurred by the Hall committee due to non-fulfilment of any conditions, then that cost may be deducted from the bond.
27. General Safety and Security – Please ensure that all safety precautions (as required by law) are taken to eliminate injury to persons and damage to the premises and equipment.
28. Provision of First Aid will be the responsibility of the Hirer.
29. It is the hirer's responsibility to contact the Police immediately if there are any safety concerns from a person(s) disorderly behaviour.
30. The Committee accepts no responsibility for any losses or liabilities incurred by the hirer or users of the hall.
31. It is the responsibility of the hirer to inspect the Hall at the commencement of the hire period to ensure its condition is safe and fit for the purpose of the hire. Any hazards should be reported immediately to the relevant emergency response and Committee.
32. The committee shall reserve the right to change the rules at any time without notice.
33. The hall will be cleaned immediately after the period of hire unless alternative arrangements have been agreed by the committee.
34. The Hirer is responsible for ensuring that before leaving the hall;
  - a. The whole hall including toilets, kitchen and entrance are clean
  - b. All rubbish is removed.
  - c. All items of furniture moved are returned to their original position
  - d. All lights and electrical appliances are turned off
  - e. All windows are secured
  - f. All doors are securely locked

<b>I have read and accept the terms and conditions</b>	
Date	