

Contract for hire of Waitākiri Primary School Hall



- Please read the conditions of hire, security agreement, handy hints and evacuation procedures
- Please complete and sign the contract, return to the office or emailing office@waitakiri.school.nz prior to use.
- Full payment must be paid before hire, including bond and/or key deposit.

Please note this booking will be cancelled if the signed contract and full payment is not received prior to your first booking date.

Booking details	
Group Name:	
Contact Name:	
Address:	
Activity Type:	
Contact Number:	
Capacity:	
Email Address:	
Booking Details, Date & Times (any extension to the times specified below is chargeable, including early arrival for setting up/packing down)	
<p>Special conditions (<i>read these along with the general conditions listed</i>)</p> <p>Please note:</p> <ul style="list-style-type: none"> • Alcohol is not permitted for sale in the venue unless a special liquor licence is on display for the date and time of the booking. • Hirer can supply alcohol for a function but must have prior written consent from the Principal of Waitākiri Primary School before the booking commences and organisers must follow the Health & Safety 2015 Act regarding the serving of alcohol. • Under no circumstances are guests allowed to 'BYO' (Bring Your Own) alcohol unless the occupiers have written consent from the Principal. • These premises are protected by an automatic fire alarm and smoke detectors. If deliberately activated the fire service will attend. This will result in a fine to the hirer of up to \$1500. • No smoking, open fires, smoke or fog machines, naked flames or candles can be used during a booking. BBQ's may be used outside only with written consent from the Principal. • Waitākiri Primary School reserves the right to charge a cancellation fee of 50 per cent if a hirer cancels a confirmed booking. This includes bookings cancelled and rebooked for different day or time. 	

<i>Waitakiri Primary School Hall Hire</i>	
Booking charges	
Hall hire (plus GST)	\$
Bond (incl GST)	\$
Additional charges (if any, plus GST)	\$
Total	\$

Declaration: I hereby certify that I have read and accept the special conditions above, the conditions for hire of Waitākiri Primary School & Community Hall and that I am over 18 years of age.

Signature of applicant:Date.....

One form of photo identification is required and will be kept on file.

This information is being collected for the purpose of administering the hire of the Waitākiri Primary School Hall by your organisation. The information may be made available to staff, contractors or others in connection with that hireage.

Hall hire charges:

Please see Hall hire rates sheet. Payment can be made in cash or eftpos to our school office, or banked into our Waitākiri Primary School bank account 03-1700-0622075-00 (please state "hall hire" & group name)

A cleaning charge of \$100 will be added for any group who do not leave the hall in a clean and tidy condition. Cleaning equipment and a vacuum cleaner are provided. This charge will be taken off your bond paid.

Office Use Only:			<i>DATE</i>		<i>KEY NO#</i>	
<i>PAID</i>		<i>RECEIPT</i>	<i>BOND</i>		<i>POSTBOX</i>	<i>DROPOFF</i>
<i>PAYMENT TYPE</i>		<i>PHOTO ID & TYPE</i>	<i>POA</i>		<i>KEY DEPOSIT</i>	

Conditions of hire for hirers

❖ **Hire contract**

The hirer's contract must be signed by a person 18 years of age and over and returned to the Waitākiri Primary School office.

❖ **Hire charges and payments**

All payments must be paid prior to the hire of the hall. Waitākiri Primary School staff will advise you of requirements when your booking is confirmed. If charges are not paid by the due date, Waitākiri Primary School reserves the right to cancel the booking(s). Eftpos is available in the school office.

❖ **Bonds**

A refundable bond is required for bookings. Bond payments can be deposited into a Waitākiri Primary School bank account 03-1700-0622075-00 (please state "hall hire" & group name) with refunds direct credited to a customers account, a pre printed bank deposit slip must be provided. **(No hand written deposit slips will be accepted)**. Alternatively, a cash bond can be paid. Cheques not accepted.

Deductions from the bond will occur if:

- Venue, equipment or fittings are damaged
- Extra cleaning is required
- You enter into or remain within the venue outside the booked period
- The venue key(s) are not returned within the stated times
- Rubbish is left inside and/or outside the venue
- Any other breach of these conditions has occurred, resulting in call out charges or other costs to Waitākiri Primary School

Otherwise the bond will be returned in full within 10 working days of the date of the function. If additional charges are incurred the refunding of the bond may be delayed.

❖ **Cancellation**

Waitākiri Primary School reserves the right to charge a cancellation fee of 50 per cent if a hirer cancels booking once the booking has been confirmed. This includes bookings cancelled and rebooked for different day, time or venue.

❖ **Right of refusal to hire**

Waitākiri Primary School may, at its discretion, refuse any application for hire and may cancel any booking without assigning a reason. In each case all monies paid will be returned in full.

❖ **Access to venues**

Waitākiri Primary School uses a key system. Hirers are given the key upon receipt of the signed contract and hire charge payment. The key is to be only used for the date(s) and time(s) that have been confirmed. The key must be returned within five working days of the hirer's last booking or a charge of \$25 will be incurred and either invoiced or deducted from the bond.

❖ **Cleaning and rubbish removal**

- Hirers are responsible for cleaning the venue
- Basic cleaning equipment is provided. If you use tea towels or rags please leave on the bench for us to clean
- Chairs and tables must be cleaned and returned to their original location
- Hirers must remove all rubbish from the venue after their hire. There is a skip in the car park in front of the hall.

❖ **Noise**

Noise must be kept to a moderate level at all times and should not be more than 50 decibels. Failure to comply with this condition may cause customer complaints to Noise Control which may result in the in the early closure of use or confiscation of equipment.

❖ **Hours of use**

Hirers may not enter Waitākiri Primary School Hall until the time booked and all functions must end at the completion of the booked period. The booking period must include setting up, dismantling, and cleaning of the venue.

❖ **Prohibited**

- X No smoking in the hall or the school grounds, our school is smokefree
- X No chewing gum in the hall or school grounds
- X No use of ballroom powder, confetti or glitter
- X No decorations or scenery may be attached to, or hung from any part of, the venue without prior written approval from the Principal of Waitākiri Primary School
- X No open fires, smoke machines, naked flames (this includes candles and kerosene lamps), BBQs or spits are to be used inside any facility without prior written consent from the Principal of Waitākiri Primary School. If a fire alarm is set off by the user of these items then a charge will be incurred.

❖ **Security**

The hirer is responsible for securing the facility upon completion of use. Please ensure:

- All lights, heaters, ovens and electrical appliances are turned off
- All windows and doors are closed and locked
- Alarm is set

❖ **Liquor licence**

No liquor is to be sold without a Special Licence from the Liquor Licensing Agency. Application forms are available from the Christchurch City Council. The licence must be displayed on the premises throughout the duration of the event. Failure to comply may result in a fine of \$20,000 and/or closure of your event.

❖ **Loss or damage**

Waitākiri Primary School accepts no responsibility for loss or damage to any property of the hirer or any guest or invitee's property which may be brought to the venue, whether within or outside the premises, and does not provide any insurance cover for such property, including property left secured in any storage facility which may be provided.

❖ **Defibrillator/Heartsaver AED**

An AED machine is situated inside the front door of the hall on the wall. There is a number combination padlock on it, with the combination number on the AED box to open in an emergency. If the AED is used by your group, there is a charge of \$100 +GST to replace the pads on the AED.

❖ **Supervision of children**

Waitākiri Primary School Hall is not designed for childcare purposes and there may be potential hazards present. Please ensure all children are supervised at all times, including in bathrooms and surrounding areas.

❖ **Fire safety**

Every hirer is required to be familiar with the procedure for evacuation of the facility in case of fire, and for following instructions of the appointed Fire Warden. The appointed Fire Warden must ensure that all means of egress are checked during the hire period – once on entering the facility, and once during the course of the function. In case of fire, evacuate the facility **immediately** then notify the Fire Brigade by phoning 111.

❖ **Car park**

Please note all cars in the car park are parked at the owners risk and must be locked at all times. Waitākiri Primary School will not be responsible for any loss or damage to any vehicles parked in the school grounds.

❖ **Breach of conditions**

Any breach of these conditions may result in:

- Forfeit of all or part of the bond
- Closure of the function
- Refusal to accept future bookings
- Extra charges being incurred

If you have any problems during your hire period phone: 027 329 7465 or 027 224 5608

Security agreement

The Waitākiri Primary School Hall has a monitored alarm system and your security code is confidential.

On entering the building key in your code number and follow the instructions next to the keypad. If you accidentally activate the alarm **re enter your code number and follow the instructions again. You will need to contact the alarm monitoring company on 0800 339 999 advising you have set the alarm off and advise your group name.**

If you have any problems after hours please ring 027 329 7465

You must set the alarm when you leave the hall as you lock up. Please check ALL windows and doors are shut and locked.

If you fail to set the alarm or deactivate the alarm your group will be invoiced for the callout fee of \$75.00.

Key(s) which have been allocated to you will give you access to the building and to the room/s as per your hire agreement.

These keys are your responsibility. If these keys are lost/ misplaced then you will be charged a replacement fee of \$30.00 per key. This fee is payable prior to the new keys being issued.

Your alarm code: _____

Key(s) issued: _____

Issued by: _____ Date: _____

Handy hints

To assist you during your hire of this venue we have listed some information we hope will be of assistance;

Information booklet: There is an information booklet in the kitchen. Please read this to help you make the best of your visit to our school hall.

Rubbish: All rubbish must be removed from inside the venue, the car park and adjacent grounds /car parks and placed in the skip located in the car park.

Plates and cutlery etc: To be supplied by hirer, however we do supply a small amount

Pens, paper, whiteboard markers etc: To be supplied by hirer

Decorations: Streamers, balloons etc must not be attached to walls, ceilings etc, unless prior approval granted from the Principal of Waitākiri Primary School.

Notices: Notices can be attached to internal notice boards only, to enable hirers to advertise etc

Cleaning equipment: This is supplied under the kitchen sink, with a mop, broom, etc in the cleaners cupboard opposite the toilets.

Evacuation procedures

1. In case of fire
 - Operate the nearest fire alarm box
 - Dial 111
 - Address of building: 170 Burwood Road, Burwood, Christchurch 8083.
2. When you hear the fire alarm
 - Leave the building promptly
 - Do not run
 - Do not linger in passageways or rooms
 - Do not return until the all clear is given
3. Exit
 - Your fire exit is clearly marked
 - Your alternative fire exit is clearly marked
4. Assembly area
 - Assembly area is located on the back asphalt ahead behind the hall (in front of the school library).
5. Wardens
 - You are required to nominate a floor warden for your group. This person is to be aware of his/her responsibilities.
6. Responsibilities
 - The floor warden responsibilities are:
 - Make sure the area hired is clear of all people.
 - To be able to account for all people attending your function.
 - Advise Fire Service, on their arrival, of the evacuation status.
 - Make sure that people do not enter the building until the all clear is given by the Fire Service.

Upon exit of venue have you checked the following?

- Doors, windows have been locked and are secure
- Heat pumps (all four of them) have been turned are off
- Rubbish has been removed
- Venue has been left clean and tidy
- The alarm has been set

NB; any breach of the above or of the “conditions of hire” may result in a partial or total loss of bond.

