

TE PUKE MEMORIAL HALL - CASUAL BOOKINGS

Effective 1 July 2013

Contact Name/Organisation _____

Postal Address _____

Contact Phone _____ Mobile number _____

Email _____ Event Type _____

Inspection of the facilities are invited

Rooms	Rates	Dates & Times Required	Cost
Full Complex – Includes Main Auditorium, Pioneer Lounge, Settlers Lounge & Boardroom & 2 kitchens	\$54 per hour		
	\$290 per 6-hour block		
	\$580 per 24-hour block		
Main Auditorium Pioneer Lounge Settlers Lounge 10% discount applied for 2 rooms booked together	\$27 per hour per room		
	\$145 per 6-hour block		
	\$290 per 24-hour block		
	Is Kitchen Required?		
Settlers Lounge Boardroom	\$15 per hour		
	\$80 per 6-hour block		
	\$155 per 24-hour block		
	Is Kitchen Required?		
Commercial Kitchen	\$10 per hour		
	\$100 per 12-hour block		
Storage	Cost supplied on request		
Subtotal			
Heater Fee	Hall - \$10/hr		
	Settlers/Pioneer - \$5/hr		
	Boardroom - \$2.50/hr		
Bond			
Office use	Invoice Number		
	Bond Refunded		Yes / No

TOTAL PAYABLE

(All prices quoted are inclusive of GST – An invoice/receipt will be issued)

\$ _____

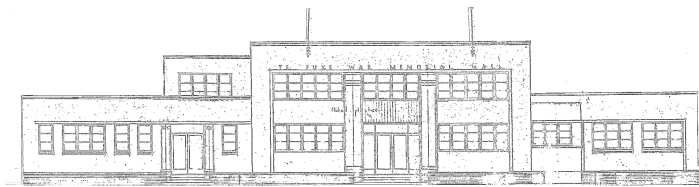
Please ensure the times include setup and pack down time as well as allowance made to leave the facility in a satisfactory condition – Note Rubbish removal is the responsibility of the hirer*

I _____ consent to the collection of the details above by the Te Puke Memorial Hall Society Inc. for the purpose of administration. I acknowledge my right to have access to this information. This consent is given in accordance with the Privacy Act 1993. Furthermore I declare that the information here is true and correct.

I agree to abide by the Te Puke Memorial Hall Terms and Conditions of Hire as listed on the back of this agreement. I acknowledge that failure to follow these conditions will result in the cancellation of my booking without any refund.

Signature (on behalf of the hirer) _____ Date _____

PLEASE NOTE THAT THIS BOOKING IS UNCONFIRMED UNTIL SUCH TIME AS A SIGNED COPY OF THIS AGREEMENT AND THE REQUIRED TOTAL PAYMENT HAS BEEN RECEIVED



Terms & Conditions of Hall Use

General

- All groups must have a nominated point of contact who is responsible for the group and the premises for the duration of the hire.
- Booking times must include set up / break down and allow for user groups to leave the facility in a satisfactory condition.
- All equipment utilised during the period of hire must be returned to the correct position at the end of the hire period.
- Adult supervisors (age 16+) are required for children and youth groups. The minimum requirement is one adult for every ten children.
- Children under the age of eight must have adults actively supervising them at all times. Minimum requirement for under five's is one adult actively supervising four children.
- A Te Puke Hall Society Inc. representative or their nominee reserve the right to determine unacceptable behaviour of individual(s) while on the premises, with this right being to cancel reservations or request an offender to leave. NO REFUND WILL BE GIVEN.
- Hirers shall agree to hold the Te Puke Hall Society Inc. fully harmless and indemnify it against any and all suits, damages, claims, causes or actions which may arise out of use of the above described property.
- A Te Puke Hall Society Inc. representative or their nominee will have right of entry at all times.
- No vehicles, machinery or fixtures are allowed on the floor of the Te Puke Memorial Hall without the express permission of the Te Puke Hall Society Inc.
- A Te Puke Hall Society Inc representative or their nominee shall at their discretion refuse any application of hire, waiver specific conditions, or cancel any booking without assigning any reason.
- Any damage to the building or the assets of the facility will result in the replacement or repair of the damaged property at the hirers cost – this includes any damage caused by the hirers subcontractors (acting on behalf of the hirer)
- A minimum call out fee of \$50 will be incurred to bring a hall representative on site to sort out any issues that may arise outside of reasonable office hours

Hire Fees & Bond

- **This booking is unconfirmed until such time as a signed copy of this agreement and the required total payment has been received in full.**
- The total is payable upon booking.
- If the booking is cancelled within FOURTEEN DAYS of the hire date/s required the amount is non-refundable.
- If the booking is postponed within FOURTEEN DAYS of the hire date/s required it will be treated as being cancelled and the amount paid will be non-refundable.
- The bond is paid will be refunded in full within TEN working days following the date of hire, if the following criteria is met:
 - There is no damage to property or equipment
 - All areas left in a clean and tidy state
 - The security conditions are met.
- The hirer is liable for all damages that occur to the property and facility equipment as a result of the hiring groups actions.
- Cancellations and postponements:
 - FOURTEEN DAYS notice of cancellation/postponement must be given. Written notice must follow oral notification. Should the notice of cancellation be less than 14 days prior to the date of reservation or should the group fails to occupy the premises at the specified time, all fees paid to the Te Puke Hall Society Inc will be forfeited as liquidated damages.
- Every effort will be made by the Te Puke Memorial Hall to avoid cancelling any confirmed reservation. However, in the event of an emergency, beyond the control of the Te Puke Memorial Hall, a confirmed reservation may be cancelled. Should an event be cancelled for this reason, it will be rescheduled at a convenient time for the group and the Te Puke Memorial Hall. If rescheduling cannot be done, a full refund will be given.

Compliance

- The consumption of Liquor is allowed in every room of the Hall, however the sale of alcohol in any of the facilities requires a Special Liquor License which needs to be applied for directly from the Western Bay of Plenty District Council. Applications are available from www.westernbay.govt.nz and Te Puke Hall Administration. The Te Puke Hall Administration will also supply you with documentation the Council requires to process your application. Please allow a minimum of ten working days prior to booking for the license application to be processed. To obtain a Special Liquor License, special conditions may apply including the provision of a registered security guard and/or a person with a current Bar Manager's License.
- Acquiring any necessary licenses or certificates (e.g. Liquor Licenses) will be the responsibility of the hirer.
- The hirer must ensure that noise levels do not exceed limits as per Western Bay of Plenty Council's District Plan (45DBA). However, in the event the noise is deemed a "nuisance" and Council receives two or more complaints from the public, a visit from an Enforcement Officer may result in an infringement. If the "nuisance" persists, Enforcement Officers have the right to confiscate sound equipment. Hire fees will not be refunded if the booking can not proceed due to a noise complaint.

Security & Fire

- In the event keys are lost or stolen, the Te Puke Hall Society Inc representative or their nominee must be notified immediately and any cost incurred for replacing the key and/or locks will be charged to the hirer.
- Where deemed necessary, the hirer will be required to provide security services for crowd control purposes.
- Hirers shall enter on the times and only those areas within the Te Puke Memorial Hall stated on the hire application form.
- Any charges incurred due to activation of fire alarms will be paid by the hirer. If the activation is found to be a false activation through use of indoor barbecues, 'smoke machines' or by any other means – this includes any activation caused by the hirers subcontractors (acting on behalf of the hirer)

Health & Safety

- It is the hirer's responsibility to ensure a Fire Warden and/or Floor Supervisor is appointed. These people must be familiar with the facility's evacuation plan and be competent to action the plan if the need arises.
- All exits must be kept clear and visible at all times.
- Hirers must be familiar with and abide by the specific Health and Safety requirements of the facility.

Cleaning and Maintenance

- There is to be NO SMOKING anywhere in or around the grounds of the Te Puke Memorial Hall.
- Strictly no chewing gum is allowed.
- Consumption, preparation and cooking of food and drink is limited to designated areas only.
- Cleaning equipment will be made available to all hire groups and must be left in good condition.
- Any additional cleaning performed by the Te Puke Memorial Hall contractor will incur an additional charge.
- After use, and before vacating the premises, the hirer must clean, remove food, rubbish and personal items.

Heating

- The call out fee for mismanagement of the heating system is \$150 plus GST per hour and will be charged to the user.
- For any reason, if the heating system is left on after the booking, the cost to the user will be \$2.50 per hour from the end of the users booking time, until the time the unit is switched off by a Hall representative. This cost will charged to the user.