



Contact Name:

Organisation:

Postal Address:

Contact Phone:

Email:

Event Type:

	Rates	Dates and Time Required	Cost
<b>Whole Complex</b> Includes Main Hall Pioneer & Settlers Rooms Boardroom & 2 kitchens	\$54 per hour		
	\$290 per 6hr block		
	\$580 per 24hr block		
<b>Main Hall</b>	\$27 per hour		
	\$145 per 6hr block		
	\$290 per 24hr block		
<b>Pioneer Room</b>	\$27 per hour		
	\$145 per 6hr block		
	\$290 per 24hr block		
<b>Settlers Room</b>	\$27 per hour		
	\$145 per 6hr block		
	\$290 per 24hr block		
<b>Settlers Boardroom</b>	\$27 per hour		
	\$145 per 6hr block		
	\$290 per 24hr block		
<b>Commercial Kitchen</b>	Attached to Settlers Room		
	\$10 per hour		
	\$100 per 12hr block		
<b>Heating</b>	Main Hall \$10/hr		
	Settlers/Pioneer - \$5/hr		
	Boardroom - \$2.50/hr		
<b>Bond</b> (if required)			
		<b>Subtotal</b>	
TOTAL PAYABLE		(All prices quoted are inclusive of GST - An invoice/receipt will be issued)	

Payment In full to be made before booking is confirmed - please see terms & conditions of hall use on next page

Please ensure times include set-up and pack down as well as time to leave the facility

I \_\_\_\_\_ consent to the collection of the details above by the Te Puke Memorial Hall Society Inc. for the purposes 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

I agree to abide by the Te Puke Memorial Hall Terms and Conditions 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 THE BOOKING IS UNCONFIRMED UNTIL SUCH TIME AS A SIGNED COPY OF THIS AGREEMENT AND THE REQUIRED TOTAL PAYMENT HAS BEEN RECEIVED**

## Terms & Conditions for the use of Te Puke Memorial Hall

### 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 always have adults actively supervise them. 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 of actions which may arise out of use of the above-described property.
- A Te Puke Hall Society Inc. representative or their nominee will have the 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

- **The 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.
- The bond 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 the property or equipment, All areas are 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.
- 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 even be cancelled for this reason, it will be rescheduled at a convenient time for the group and the Te Memorial Hall. If rescheduling cannot be done, a full refund will be given.

### Compliance

- Please refer to our Alcohol Management Plan for rules regarding bring alcohol onto the premise.
- Acquiring any necessary licenses or certificates (e.g. Liquor Licenses) will be the responsibility of the hirer.
- The hirer must ensure the noise levels do not exceed limits as per Western Bay of Plenty Council's District Plan (45 DBA). 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 cannot 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) – shall be paid by the hirer.

### Health & Safety

- COVID Requirements – It is the sole responsibility of the person/group hiring the Hall to follow all Covid rules and regulations. Please refer to <https://covid19.govt.nz> for up-to-date information.
- 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, and must not be obstructed by any décor erected.
- Hirers must be familiar with and abide by the specific Health and Safety requirements of the facility.

### Cleaning & Maintenance

- There is to be NO SMOKING or VAPING anywhere in or around the grounds of the Te Puke Memorial Hall.
- Strictly no chewing gum is allowed in or around the premises.
- There is to be no glitter or confetti. If used this will include additional cleaning fee of \$50 per hour.
- 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 of \$50 per hour.
- 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 \$10/hour from the end of the users booking time, until the time the unit is switched off by a Hall Representative. The cost will be charged to the user.