

KUAOTUNU HALL

HIRE CONTRACT

1. **Hirer:** You must be **18 years or older** to hire the hall. You may not sub-let the hall without the permission of the Kuaotunu Hall Committee.
2. **Bookings:** The Kuaotunu Hall Committee reserves the right to vary, cancel or refuse any booking, with reasonable notice, without giving any reason. Deposits paid will be refunded in this instance.
3. **Bonds:** **A bond may be charged** for hiring the hall, depending upon the nature of the booking. Bonds will be returned within 10 days provided that the hall has been returned to its original condition as at the time of hire. **Any contravention of the terms of this contract** may result in the withholding of some or all of the bond.
4. **Keys:** All keys remain the property of the Kuaotunu Hall Committee, and an extra charge of \$25 is payable if you do not return the keys at the end of the hire period. You will be given instructions on how to obtain a key once your booking has been confirmed.
5. **Hall Usage:**
 - a. **A maximum of 100 people** is permitted in the hall at any event or function (where guests are to be seated for the purposes of a meal, **the maximum is 80**).
 - b. **No smoking** is permitted inside the hall (smoking is however permitted outside).
 - c. **No naked flames** (including candles) are permitted inside the hall.
 - d. **No posters, flyers or stickers** are permitted to be affixed to any part of the property, or displayed in the grounds outside, unless prior arrangement has been made with the Kuaotunu Hall Committee.
 - e. **No nails, screws, hooks, tacks** etc are permitted to be driven into any part of the building, including the flooring, for any reason whatsoever without the express permission of the Kuaotunu Hall Committee. Similarly sellotape must not be affixed to the walls or floor, we suggest you use bluetack instead.
 - f. The glass or frame of the **Kuaotunu 1891 rugby banner** hanging on the back wall **must NOT be touched**.
 - g. Any furniture or equipment brought into the hall must be **suitably protected** to prevent damage to the floor.
 - h. **Hall furniture** must remain inside the hall and is **not to be used or left outside**.
 - i. **No alteration to the electrical wiring system** is to be permitted, arranged or undertaken under any circumstances.
 - j. **You must allow access** to any member of the Kuaotunu Hall Committee, authorised members of the Thames-Coromandel District Council or the NZ Fire Service at all times.
6. **Furniture Hire:** Hall furniture may be used **indoors only** at other locations.
7. **Noise & Music:** As the hall is in a residential area, please adhere to the following requirements:
 - a. **No speakers outside**.
 - b. **After 10pm** please ensure that the back door of the hall (i.e. into the storeroom), and all the windows on the south side of the building (i.e. the kitchen/toilets side) are closed, as this minimises the noise for our neighbours. It is OK to have the front door and the windows on the other side of the hall open.

- c. **After 12am (midnight)** all amplified music must cease.

Any verified complaints from neighbours regarding disorderly and/or noisy behaviour from the hall building or outside areas will result in the forfeiture of your bond

8. **Signage: Signs advertising an event** may be displayed outside the hall only while your event is in progress (special community-wide events may put signs up 2-3 days beforehand). **Banners** may be attached to the hall railings, so long as no screws are used or any other method that results in damage to the railings.
9. **Fire Safety:** You must keep the **exits** (the front door, the side door, the door into the back storeroom, and the storeroom doors) clear at all time. At the commencement of your hire period you must read the Kuaotunu Hall **Fire Warden Duties** document and sign to show that you have understood this.
10. **Liability: You will be liable** for any damage done to property through the act of yourself and / or any other person who you have permitted to be in the Hall building or on the Hall's land or to utilise the Hall's furniture during the period of your hire. **The Kuaotunu Hall Committee will not be liable** for any loss occasioned through accident, or failure of the lighting or power.
11. **Cleaning:** You must leave the hall and facilities in a **clean and tidy condition** (brooms, mops and a vacuum cleaner can be found in the back storeroom, and cleaning supplies can be found in the kitchen cupboards under the sink):
- a. **Sweep all floors.**
 - b. **DO NOT CLEAN** the glass or frame of the **Kuaotunu 1891 rugby banner** hanging on the back wall.
 - c. For all functions, weddings, parties, exhibitions etc:
 - i. **Vacuum** (using the brush setting) and then **wet mop** with WARM WATER only.
 - ii. **Clean the toilets** including the wash basins.
 - iii. **Remove all rubbish** from within the hall and outside areas (note that the closest Refuse Transfer Station is at 101 Matarangi Drive), and replace the bin liners in the rubbish bins (there is a box of bin liners on the kitchen shelf).
 - d. If the **kitchen was used** during your event:
 - i. **Wipe down** all surface areas in the kitchen including the fridge, oven and cook top.
 - ii. **Wipe out** the shelves in the fridge.
 - iii. **Empty the rubbish bin** and replace the bin liner (there is a box of these on the kitchen shelf).
12. **Lockup:** You must ensure that you **lock the hall** if you are going to leave it unattended for any period during your hire. Before you leave the hall for the last time, please:
- a. **Stack the chairs and pews**, and return the tables to their original position, according to the plans on the hall noticeboard and in the back storeroom.
 - b. Turn off the **water pump** in the kitchen.
 - c. Turn off the **heaters and/or the heat pump** in the annex (if used).
 - d. Open all **curtains**.
 - e. Close and lock all **windows**.
 - f. Turn off all **lights**.
 - g. Close and lock all **doors** and **fire exits**.
 - h. **Return the key** to the lockbox and ensure that the lockbox is locked.