

# Tauwhare Hall Committee Hire Agreement

This constitutes an agreement between the Tauwhare Hall Committee and the Hirer.

The Tauwhare Hall is a community hall for the enjoyment of the Tauwhare Community. It is looked after by a group of volunteers. The hirer is asked to respect this community property.

The Hall Committee takes no responsibility for accidents which occur to hirers and their guests using the hall. The hirer has a responsibility to inform the bookings officer immediately of any damage to property:  
Tauwhare Hall Committee

Name of Hirer: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Function/activity or event to be held in the hall: \_\_\_\_\_

Period of hire: Date: \_\_\_\_\_ Time: \_\_\_\_\_

## Conditions of Hire

1. Refundable Bond (Currently \$400) and Hire fee need to be paid prior to the date of the event (2 Weeks) Please note: the lockbox code will not be issued until the payment and signed agreement have been received.

### ***Bank Details 031 555 008 764 200 Tauwhare Hall***

2. The Hall is to be left free from rubbish both inside the hall and within the grounds at the end of the period of hire. Bags of rubbish are to be removed from the hall by the hirer. **STRICTLY NO THROWING OF RUBBISH INTO THE NEIGHBOURING PROPERTIES.**
3. All Events must be finished by midnight in respect of the surrounding residents. In some instances, clean up time can be allocated the morning following the event – please ask.
4. If an alcohol event, the cleaning charge (Currently \$80) is for the floor only, the toilets and kitchen are to be cleaned and the floor swept. If heavy spills occur, please spot clean to avoid damage to the floor.
5. All other hires, the toilets and kitchen are to be cleaned and the floor swept. If spills occur, please spot clean to avoid damage to the floor.
6. All taps in both toilet areas and the kitchen are to be checked that they are turned off before the period of hire ends.
7. All heaters and zips are to be turned off before the electricity is switched off at the mains at the end of the period of hire.

8. Children and young people are to be supervised during their time in the hall. Obvious hazards include barbed wire on external fences, a busy road parallel to the hall, cars in the car park and hot appliances in the kitchen.
9. The fire extinguisher is not to be tampered with unless there is a real emergency.
10. The return of the key to the key lockbox is the responsibility of the hirer and is to occur on the same day/night that the hire occurs.
11. Chairs are not to be stacked on the top of each other in the hall. Chairs are not to be stood as this causes the cover to split.
12. All cutlery and crockery and kitchen equipment found in the hall by the hirer is to remain in the hall.
13. Doors labelled "EXIT" are to be kept free from obstacles in both directions.
14. It is the responsibility of the Hirer to manage the health and safety of the guests attending the hall. Please take note of the fire exits Entrance, to the left of the stage and Kitchen) as well as the fire extinguishers (Entrance and Kitchen)
15. The Tauwhare Hall Committee reserves the right to refuse to hire to those users who do not abide by the above conditions.
16. The Tauwhare Hall Committee reserves the right to seek financial compensation for any cleaning required to bring the hall back to the condition it was received in.
17. The Tauwhare Hall Committee reserves the right to seek financial compensation for hall property damaged during the period of hire.

I, \_\_\_\_\_ agree to the above conditions of Hall Hire.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_