



*Halcombe will be a safe, supportive and progressive community.
It will be attractive, valued by all and well connected to the wider district.*

Terms of Hire

Terms and Conditions for Hire of Halcombe Memorial Hall

The following Terms and Conditions apply to all bookings for the Halcombe Memorial Hall. Please read thoroughly as understanding and agreement of these conditions constitute part of the booking acceptance. If the booking is on behalf of an organisation or group of people, please ensure that everyone involved with the event is aware of this information.

Please note that the Halcombe Memorial Hall is smoke free.

Hereinafter Halcombe Memorial Hall shall be referred to as 'hall', Halcombe Community Development Group (HCDG) and the Hirer named on the Booking form as 'the Hirer'.

Bookings:

- a) All applications for the hire of the hall must be sent to the Hall Custodian and will be treated in order of receipt.
- b) Applications for booking of the Halcombe Memorial Hall should be sent by **email** to HalcombeMemorialHall@gmail.com or by **post** to Halcombe Community Development Group, c/- 90 Godley Street, RD9, Feilding.
- c) The person named on the Application form shall be considered the Hirer.
- d) Where an organisation is named, the person signing hereby confirms that they do so with full authority of the organisation.
- e) The Hirer must be over 25 years of age.
- f) The hall must be vacated at the correct time and the building secured.
- g) HCDG may refuse any application for the hire of the building without stating a reason.
- h) Priority will be given to events associated with the local community.
- i) Generally the hall is not to be used for the likes of 16th, 18th and 21st parties.
- j) Particular scrutiny will be exercised before accepting bookings for events involving young adults and/or alcohol and/or loud music, with a checklist of rules to be adhered to.
- k) In cases of doubt or difficulty the HCDG shall refer the case to the Manawatu District Council whose decision shall be final.
- l) Subletting of the hall in whole or part is prohibited.
- m) Keys must be returned to the Custodian immediately after the event unless prior arrangement has been made.
- n) HCDG reserves the right to put a stop to any activity not properly or reasonably conducted.

- o) The right of entry to the building is reserved for HCDG, Manawatu District Council Officers and Police at any time during the hiring.

Bonds and Fees

- a) 50% of all fees and bonds must be paid to confirm the booking, or as negotiated. The balance is payable 10 days in advance and payable to the HCDG. Payment is to be made online to account number 02-0628-0086161-001 Particulars: Your name Code: 'Hall Hire' Reference: Date of hire.
- b) The Hirer is to include in their booking time any set-up and pack-up time. Should the event continue after the finish time, additional hire charges may apply.
- c) If the booking is cancelled with less than 1 week's notice, one half of the rental fees paid may be forfeited.
- d) The bond is refundable subject to all obligations being met and the 'satisfactory' inspection of the hall by the Hall Custodian.
- e) On vacation of the building, the Hirer shall leave the building in a clean and orderly state as stipulated in "Cleaning and Rubbish" clause below. A copy can also be found in the hall.
- f) The cost of any additional cleaning and/or repairs to the hall or its contents, identified during the post hire inspection will be deducted from the bond.
- g) Any costs that exceed the bond will be invoiced to the Hirer.
- h) The bond will be **\$150.00, or as negotiated**
- i) Evening Functions or Full Day hire **\$150.** ½ day hire **\$75, other hireage as negotiated.**

Health and Safety

- a) Fire/emergency exit doors must be kept clear from obstruction at all times.
- b) The Hirer is responsible for the provision of first aid facilities during the hire period.
- c) The Hirer needs to be able to provide first aid assistance to anyone injured during the term of the hire and this will be the responsibility of the Hirer.
- d) The Hirer is responsible for maintaining good order and behaviour of persons present in all parts of the premises and grounds and will not cause, suffer or permit disorderly conduct or nuisance to arise.
- e) The Hirer will comply with all laws, regulations, bylaws and terms of hall hire, applicable to the operation of the event and the use of the venue.
- f) The Hirer will be responsible for ensuring that the hall is kept secure at all times.
- g) The Hirer will read and understand the fire and emergency evacuation procedures as posted inside the hall.
- h) Hirers are responsible for health and safety issues and providing information about safety procedures. **Note:** There is no landline phone and limited cell phone reception in the hall.
- i) Hirers are not permitted to enter the upstairs space of the hall without prior approval.
- j) Any accident must be recorded in the Incident Register Book. This can be found in the hall.
- k) A Fire Warden must be nominated to act in the event of a fire. The high-vis jacket can be found in the hall.
- l) Smoking and vaping is not permitted in the hall or hall grounds.
- m) Halcombe Playcentre is also a smoke free area.

Emergency / Evacuation

- a) The Hirer is responsible for the fire safety and evacuation management of the building during the hire period.
- b) It is important to note that the hall does not have an automatic fire alarm. In the case of fire or other emergency the Fire Warden must dial 111 and evacuate the building. The fire station has an emergency button in a box by the roller door.

General Conditions

- a) The hire of the building is for the specific agreed times shown on the booking form and does not entitle the Hirer to use or enter the premises at any other time.
- b) The building shall only be used for lawful activities.
- c) The maximum number of persons allowed in the building at any one time is 180.
- d) NO sale of alcoholic drinks may be undertaken unless permission is sought and approved by HCDG and a liquor licence, obtained from Manawatu District Council, is sighted.
- e) No events may be advertised stating the availability of alcoholic drinks for sale without the prior permission of HCDG.
- f) Alcohol may only be consumed within the hall (ie not in the outside foyers or grounds)
- g) Advertising which contravenes the conditions of hire may result in the cancellation of the booking.
- h) The hirer agrees to the cessation of all noise by 12.00 am (midnight), with the hall being vacated by 1.00am of the hire period.
- i) HCDG does not represent that the building is suitable for any particular purpose and the Hirer must satisfy themselves in this respect.
- j) The Hirer will also ensure that those attending the event maintain good order during arrival and departure from the building. At all times the Hirer will take reasonable care to ensure that the occupants of neighbouring properties are not inconvenienced by noise, obstruction by vehicles and the like.
- k) Property of the Hirer and the Hirer's agent must be removed from the building within 15 minutes after the expiration of the hire or fees may be charged, unless prior approval from HCDG is granted.
- l) HCDG accepts no responsibility for any property left on the premises after the hiring. In the case of bazaars, jumble sales and any other occasion when property is brought into the premises for sale, all property remaining unsold at the termination of the hire will be considered the property of the Hirer (see point above).
- m) The Hirer shall ensure that no animals except service animals are brought into the premises, unless prior approval is granted by HCDG.
- n) The Hirer shall indemnify HCDG against any claim which may arise out of the hiring or which may be made by any person using the building during the hiring in respect of any loss damage or injury.
- o) No additional lights or extension from the existing electric light fittings shall be used without the prior approval from the HCDG.
- p) Any event involving the use of scenery, decorations or the like is subject to the approval of the HCDG prior to the engagement and where applicable the Manawatu District Council and Fire Brigade. Evidence of such approval must be provided to HCDG.

Permits and Consents

- a) The Hirer is responsible for obtaining and complying with the provisions and necessary approvals, consents, police checks and licences from any person, including the Council, to run the event.
- b) Any such approvals, consents, police checks and licences must be shown to HCDG.
- c) Where sale of food is undertaken the Food and Hygiene Regulations must be complied with.
- d) The Hirer shall remove any sign, flag, emblem or other decoration displayed by the Hirer outside or inside the building if in the opinion of HCDG it shall be unseemly or expose the building to an undue risk of fire or is likely to lead to disturbance or a breach of the peace.

Breakages and Damage.

- a) The Hirer is responsible for all damage to the building, equipment, furniture and property in the building and grounds occurring during the period of the hiring.
- b) The Hirer will be responsible for replacement 'as new' of any equipment, furniture or property damage and for the full cost of making good any damage to the building, fixtures and fittings.
- c) No fixtures/fitments (e.g. nails, staples, sellotape) of any kind shall be driven into or attached to any part of the Building nor shall any placard or other articles be affixed.

Cleaning and Rubbish

- a) The total area hired must be left clean and tidy at the end of the hire as per the cleaning instructions below (copies of the cleaning instructions can be found in the hall):
 - a. All floors in the areas you used must be swept and washed if necessary:
 - i. Main hall floor
 - ii. Supper room floor
 - iii. Kitchen floor
 - iv. Toilet floors
 - v. Bar floor
 - vi. Stage
 - vii. Storeroom floor
 - b. All chairs and forms are to be stacked tidily away in the Storeroom how you found them.
 - c. The partition between the Main Hall and Supper Room is to be put back in place if it was removed.
 - d. Wipe down all kitchen surfaces.
 - e. Clean all toilets and basins.
 - f. Place rubbish bags in the bins before using them and replace bags in bins when tidying up.
 - g. ALL RUBBISH from the hall and the outside surrounding area must be removed from the premises.
 - h. Please notify the person you booked the hall through if any of the cleaning supplies are getting low.
- b) You must remove all personal equipment and belongings immediately after your hire unless prior approval has been granted by HCDG.
- c) Where the Hall Custodian or HCDG deem additional cleaning is required after a function, then the cost of doing so will be an additional charge to the hirer.

Cancellations

- a) The HCDG reserves the right to cancel any bookings if the hall is required for any purpose of urgent maintenance, national or civic nature. In that event all fees will be refunded in full and the event will be rescheduled.