

Karangahake Hall

Hire Conditions

Application for Hall Hire

The Karangahake Hall is available to hire for casual and regular use. Hirers must complete an application form and submit this to the Hall Committee. The application must be accompanied by payment of a bond of \$500 and 50% of the intended rental fee.

The application and bond forms should be completed and submitted to a member of the Hall Committee for consideration and confirmation of the availability of the requested hire dates and times.

Fees

Minimum Rental Period: There is a minimum rental period of 2 hours.

For a **Non-Local Hirer** the charge will be \$35 per hour for the first 2 hours and \$20 for every additional hour.

For a **Local Hirer** (those paying council rates for the hall) the charge will be \$35 for the first 2 hours and \$10 for every additional hour.

Payment: 50% of the rental fee should be paid with the submission of the application form. The balance of the rental fee must be paid in full no later than the day before the date of hire.

Payment can be made by electronic banking to Kiwi bank account **38-9020-0134461-00** or by cheque made out to *Karangahake Hall Association* or cash. Regular users may elect to be invoiced on a monthly basis, with payments received 14 days after the date of the invoice.

Cleaning Fee: An additional fee of \$120 will be charged for cleaning if the hirer is not able to or does not leave the hall in the clean condition in which they found it. Please indicate on the application form if you need the hall to be cleaned after the hire period.

Bond

A bond of \$500 is payable in advance and should be submitted with the application and rental payment. This will be refunded when the hall is left in a clean and tidy condition, free of damage and all conditions have been met.

Regular users may in lieu of a bond payment, instead sign a Bond Guarantee Form whereby the user agrees to reimburse the Hall Committee for any costs associated with the hirers' failure to observe the conditions of hire.

The failure to observe any conditions of hire may result in a deduction of the bond. In particular deductions will be made for:

- Excessive use outside of approved hours

- Damage from hirers negligence
- Non-compliance with hire conditions or parts thereof
- Need for additional cleaning /tidying up
- Sub-letting without approval
- Key loss, unauthorized cutting or lending

Refund of bond payment will occur after an inspection of the hall has been carried out. The inspection will be carried out the next day by a Hall Committee member. A check sheet will be used to record the inspection outcome.

The bond will be refunded via electronic banking to the hirer nominated bank account.

Cancellation Policy

Any hirer wishing to cancel or alter a booking is required to advise the Hall Committee in writing 7 days before the affected date. Failure to notify the Hall Committee within this time may result in the hirer being charged for the booking.

Hirers not cancelling prior to the 7 days may forfeit their rental deposit. Such deposits will only be refunded at the discretion of the Hall Committee, and then, only when the cancellation was caused through circumstances outside the control of the hirer.

General Conditions

- The hall is a “**NO SMOKING**” environment. Smoking outside the hall is permitted.
- **No Sub-Letting** of premises without approval from the Hall Committee.
- **No Keys** will be issued without the appropriate payment. The hirer is responsible for the return of keys. The hirer is responsible for notifying the Hall Committee of any loss of a key. A charge for replacing a key will be made. If there is a need for locks to be changed this cost will be invoiced to the hirer.
- **Maximum number of people** permitted in the premises during the hire is 180 persons.
- **No structural or physical alterations.** Do not affix decorations, bunting etc. to walls, ceilings or floors unless authorized by the Hall Committee.
- **Use of lights and equipment:** Hirer is to ensure lights, fans, heaters, etc. are switched off after use.
- **Use of the premises must finish by 1:00 AM,** except with written permission from the Hall Committee.
- **Restore the premises** to the original setting after use.
- **Report damage** to the premises to the Hall Committee as soon as possible, including damages to pipes, electrical fittings, gas fittings, table, chairs, doors, walls, kitchen utensils and dishes etc. The hirer will be responsible for any damages (beyond fair wear and tear) caused by the hirer during the hire of the premises.
- **No illegal or offensive use** of the hall is permitted.
- **Use of Table and Chairs:** Hirers must pack up and store any tables or chairs used and stow these in the designated area.
- **Kitchen Usage:** The kitchen must be left in a clean and tidy condition. All chopping is to be done on the chopping boards.
- **Rubbish Disposal:** Hirers are responsible for the disposal of any refuse they create. Refuse must not be left in the hall or the hall car parks or grounds.

- **Cleaning:** Hirers are required to clean the premises immediately after completion of use, or unless otherwise arranged with the Hall Committee.
 - Floors are to be swept.
 - Toilets are to be cleaned, hand basins wiped clean and floors swept and mopped.
 - The dishwasher to be unloaded and wiped clean.
 - The fridge must be unloaded and wiped clean inside and out, and left slightly ajar
 - The gas hop, elements and splash-back must be wiped clean.
 - Bench tops must be wiped clean.

Any necessary additional cleaning, or shifting of furniture, in the Hall Committees opinion will be charged to the hirer.

Cleaning equipment is available to the hirer to use, such as buckets, mops, brooms. These must be returned to the cleaning cupboard after use.

- **Noise:** Hirers must follow instruction given by Noise Control staff, and any costs incurred by the Hall Committee as a result of noise control enforcement action shall be a cost to the hirer.
- **Security:** Before vacating the premise, the Hirer is to ensure all exit doors and windows are closed and locked. Check the premises to ensure no person remains on the premises and that all lights, heaters and fans are turned off.
- **Fire Safety:** Authorised offices of the NZ Fire Service shall have access at all times during the hire. The Hirer is responsible for ensuring they familiarise themselves with the hall Evacuation Procedure and Scheme and abide by it.

The Hall Committee reserves the right where the Hirer leaves the premises in an unsatisfactory state and/or fails to abide by any of these conditions, to refuse to let the premises to the Hirer for any further use.

The Hall Committee reserves the right without redress on the part of the applicant, to refuse all applications or any particular application for the hire of the premises.

Feedback

If you have any suggestions, comments, feedback on the facilities please feel free to send these to our email karangahakehallcommittee@gmail.com or post on our facebook book page at <https://www.facebook.com/karangahakehall/>.