

KŪAOTUNU HALL

HIRE CONTRACT for REGULAR USERS

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 Kūaotunu Hall Committee.
2. **Bookings:** The Kūaotunu 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. **Keys:** You can retrieve a key to the hall from the lockbox for each event, or alternatively you can request to be supplied with a key, in which case a charge of \$10 for the key will be added to your first invoice. **All keys remain the property of the Kūaotunu Hall Committee**, and an extra charge of \$25 is payable if you do not return the key upon ceasing to hire the Hall.
4. **Invoicing:** Invoices are issued monthly and are **payable within 10 days**.
5. **Calendar:** You must let the Kūaotunu Hall Committee know about any **changes to your scheduled hire periods** so that the Hall Calendar can be updated accordingly. Unless at least 24 hours' notice has been given via email, any hire period that was not used will be invoiced as if it had been used.
6. **Hall Usage:**
 - a. **No smoking** is permitted inside the hall (smoking is however permitted outside).
 - b. **No naked flames** (including candles) or **glitter** are permitted inside the hall.
 - c. **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 Kūaotunu Hall Committee.
 - d. **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 Kūaotunu Hall Committee. Similarly sellotape must not be affixed to the walls or floor, we suggest you use bluetack instead.
 - e. The glass or frame of the **Kūaotunu 1891 rugby banner** hanging on the back wall **must NOT be touched**.
 - f. Any furniture or equipment brought into the hall must be **suitably protected** to prevent damage to the floor.
 - g. **Hall furniture** must remain inside the hall and is **not to be used or left outside**.
 - h. **No alteration to the electrical wiring system** is to be permitted, arranged or undertaken under any circumstances.
 - i. **You must allow access** to any member of the Kūaotunu Hall Committee, authorised members of the Thames-Coromandel District Council or the NZ Fire Service at all times.

7. **Signage:** Signs advertising an event at the hall 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.
8. **Fire Safety:** You must keep **exits** (the front door, the side door, the door into the back storeroom, and the storeroom doors) clear at all times. Before your first hire period, and annually thereafter, you must read the Kūaotunu Hall **Fire Warden Duties** document and sign to show that you have understood this.
9. **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 Kūaotunu Hall Committee will not be liable** for any loss occasioned through accident, or failure of the lighting or power.
10. **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. If the **kitchen is used** during your hire period:
 - 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 line (there is a box of these on the kitchen shelf).
11. **Lockup:** You must ensure that you **lock the hall** if you are going to leave it unattended for any period during your hire.

After each hire period, 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. If you do not have your own key, **return the key** to the lockbox and ensure that the lockbox is locked.