



ORATIA HALL HIRE CONTRACT SETTLERS HALL AND SMALL HALL

565 West Coast Road, Oratia

Contact Hall Bookings Co-ordinator: 09 889 0377 or hall@oratia.org.nz

Terms & Conditions of hire for the Oratia Halls:

- 1. Hireage and Bond:** The bond is \$300 for the Settlers Hall and \$200 for the Small Hall. The hire rates as per the website and/or on application to the Hall co-ordinator. Hirers are expected generally to pay a deposit of \$50 for the Small Hall and \$100 for the Settlers Hall at the time of booking to secure the date. The remaining fee and bond, as per the invoice provided, are to be paid in full one month before the function. Deposits are refundable where notice of cancellation is received one month prior to the function or where an alternative Hirer accepts the original booking. In some circumstances, a refund may be made outside these conditions at the discretion of the Hall Co-ordinator. Please be mindful that there is a high demand for the Halls so please do let us know as soon as possible if your booking is to be cancelled.
- 2. Hirer only:** This agreement is personal to the Hirer for the approved purposes specified. The Association reserves the right to vary, cancel or refuse a booking on reasonable notice being given, without assigning any reason. Deposits paid shall be refunded in this instance.
- 3. Access:** The halls are accessed by an electronic lock system. You will be allocated an entry code once full payment for the hire is received.
- 4. Noise and Security: Music must cease at midnight.** All persons attending the function are to leave the premises including the hall carpark and street areas in a quiet, orderly and respectful manner by midnight. The only persons left on the premises are to be those reasonably required for cleaning (may return following morning to clean up, by arrangement). All persons to vacate the premises and carpark no later than 1:00am. **In the case of the function continuing past midnight, or there is disorderly and/ or noisy behaviour within the hall building or premises, car park or street areas which give cause for local residents to make complaints and such complaints are verified by the secretary/custodian, then the hirers bond will be forfeited. The school is out of bounds.** The hirer is responsible for ensuring that noise both inside and outside the hall is kept to an acceptable level in accordance with Council Noise requirements.
- 6. Cleaning and Lockup:** The hall and facilities are to be left in a clean and tidy condition; electrical equipment except for kitchen fridge and lights to be turned off; and Hall left secured. Return cleaned furniture to correct position. Failure to do so will lead to a minimum \$50 deduction from bond. All rubbish and recycling must be removed by the hirer. Please be aware of proper disposal of chewing gum and bubble gum (avoid bubble gum lollies).
- 7. Decorations** - Use tierails and/or Bluetack only. No sellotape, tacks, nails, drawing pins etc which damage our hall. Remove all decorations. Damage to the walls will result in bond forfeiture. Outside – to help protective the environment, no inorganic decorations, including foil confetti, streamers and party poppers. As not to spoil the fun, organic alternatives can be found, rice, paper confetti, flower petals but please ensure they are cleaned up afterwards. Balloons may be used but ensure they (and any decorations) are disposed of properly.

- 8. Leave hall belongings on site.** No equipment belonging to the association is to be removed from the premises during the period of hire. If the hall facilities, equipment, fixtures etc. suffer any damage or defacing, the Hirer will be liable and responsible for restitution and full costs for remedial repairs or replacement.
- 9. Fire Safety/ Emergency situations.** The Hirer is to appoint a person as Warden in Charge with the responsibility of safe evacuation from the building in the event of an emergency. The warden should ensure prior to commencement of the function and during the period of hire that **all exits and access ways are clear of any obstructions**. Maintain a written record of all guests. Phone 111 in case of emergency, also Hall Bookings co-ordinator or ORRA committee member. Lighting with a naked flame is not allowed. BBQ outside is allowable. Smoking is not allowed in the buildings, on the decks, in the playground or at the entrances. Dispose of butts thoughtfully (ash bucket available).
- 10. Insure your own belongings.** The Association accepts no responsibilities for loss or damage of any property of the hirer or any guest which might be brought to the facility and does not provide insurance cover for such property left onsite.
- 11. Alcohol.** Hirer is overall responsible for management of consumption of alcohol. However, a 'bar manager' may be appointed. A licence (apply through Auckland Council) is required:
- If selling alcohol
 - If charging an entry fee or collection donations where alcohol is being provided for free
- A licence is not required:
- If BYO
 - If a private event, not open to the public and alcohol is provided free of charge
- Please be responsible with regard to alcohol and glass and abide by 'Host Responsibility' guidelines.
- 12. Capacity.** Settlers Hall 116; Small Hall 60 – not to be exceeded. It depends on use as to whether or not the hall will accommodate this number.
- 13. Use.** Carefully consider venue for intended purpose.
- 14. Please,** No stiletto heels
- 15.** Providing all the above conditions have been met, any bond will be refunded within 10 working days of your bank details being provided to us. On all matters pertaining to above the decision of the Halls Booking Co-ordinator and the Association is final and conclusive.

We WANT to give your BOND BACK, so remember please:

- No noise after midnight
- No fire or smoking in the building, on decks, in the playground or at the entrances.
- No excessive noise or behaviour that leads to a complaint by neighbours
- Responsible behaviour with regards to alcohol and glass
- Respect our hall and belongings
- Do use bluetac and the wooden tierails for decoration, but don't use sellotape or tacks, remove all decorations.
- Clean up inside and outside the hall
- Lock doors and windows, as necessary.
- Leave the kitchen fridge on, all other appliances, including bar fridge, and lights to be turned off

Thanks! Have fun. Be Safe. Enjoy the hall.

HIRE ACCEPTANCE FORM

Hall to Hire: Settlers Hall or Small Hall

Hire Date:

Purpose/Function type (eg Wedding, 30th birthday, Baby Shower etc):

Number of guests:

Function time: Start day and time:

End day and time:

Hire time: Start day and time:

End day and time:

By completing this form and emailing to the Oratia Halls Booking Co-ordinator I have read and agree to the Hall Hire Contract Terms and Conditions. Bond will be refunded if the conditions of the Hire Contract have been met.

Hirer's Contact Details:

Name:

Address:

Contact Phone:

Email:

The Halls are run and leased by the Oratia Ratepayers' and Residents' Assn. Inc., a local volunteer community group. Any assistance is always welcome.