



IT HAS A STAGE, KITCHEN, AND DROP-IN CENTRE AND IS SUITABLE FOR COMMUNITY FAIRS, PRESCHOOL AND AFTER SCHOOL GROUPS AND OTHER RECREATION AND LEISURE ACTIVITIES.



After hours emergency enquires should be directed to (04) 499 4444

For information regarding Community Halls, contact:

The Community Halls Coordinator

Phone: (04) 803 8183

Postal Address: Wellington City Council, PO Box 2199, Wellington

Email Address: communityhalls@wcc.govt.nz



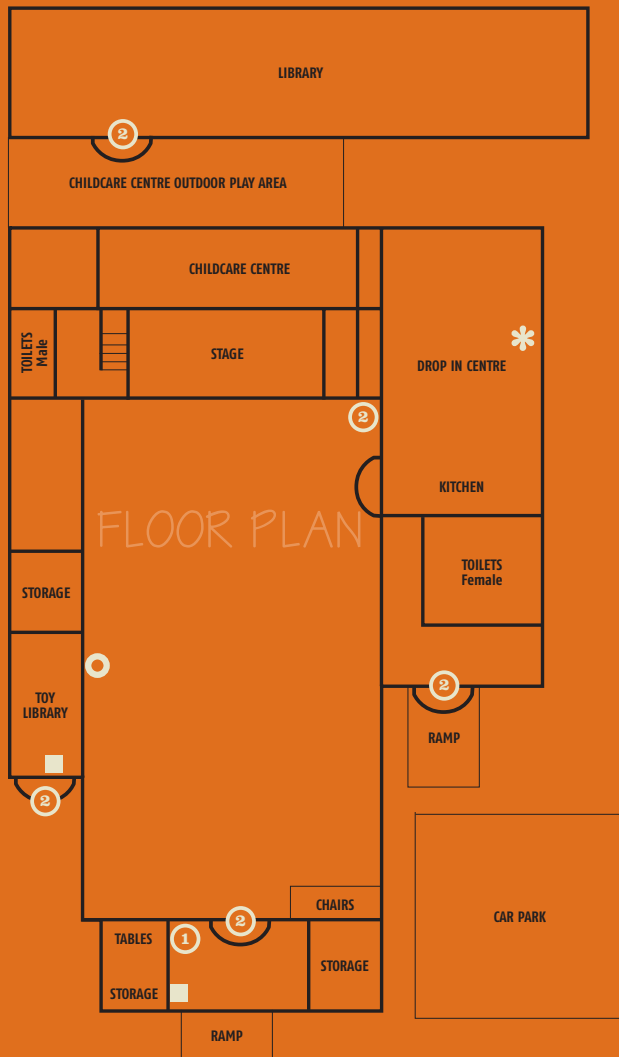
COMMUNITY HALLS

Ngaio Town Hall

Absolutely

POSITIVELY

ME HEKE KI PŌNEKE
WELLINGTON CITY COUNCIL **Wellington**



Fire safety and evacuation procedures

Please make yourself (Hirer) and your organisation familiar with the:

- fire evacuation process (detailed in booking form)
- fire exits
- acknowledgment of nominated Fire Wardens
- acknowledgment of those in the group who require assistance
- the location of the fire extinguishers, fire hose and alarm switches.

Please be aware that:

- the Community Halls do not provide:
 1. First Aid kits
 2. Cutlery, utensils or plates
 3. Cleaning products and equipment
 4. Rubbish bins and collection.
- booked times must be adhered to at all times
- liquor is permitted subject to compliance with the application for a Special Licence, and that it will remain under the strict control of one responsible adult throughout the booking. (please allow up to 25 working days)
- smoking is not permitted inside the premises
- music needs to be turned off by 12pm
- if the hall is used for a social function the local police must be informed
- social functions are followed by security check and lock up at \$25
- if additional cleaning is required it will be at the Hirer's cost or deducted from the bond.

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COMMUNITY HALL HIRE CHECK LIST

Before exiting the building please complete the checklist to ensure that:

- Fire/emergency exits are clear
- All exterior doors are locked
- All exterior windows are locked
- All heaters are switched off
- The main power switch for the oven is switched off
- The main power switch for the zip is switched off
- The refrigerator is left turned on
- All lights are switched off (including stage if applicable)
- Any furniture used/moved is returned to the appropriate storage place
- The hall is clean and tidy. (Floors must be swept and mopped and carpet vacuumed)
- All rubbish is cleared and taken away from the hall and outside surrounding areas by the Hirer.

Please hand this form in when returning the hall key.

This form will be required to be completed and signed in order to receive bond reimbursement.

Name: _____

Organisation: _____

Sign: _____

Date: _____

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