

## Terms and Conditions of Community Hall hire

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

### 1. Bookings

- a) Applications will be treated in order of receipt but the Council reserves the right to decline application for any booking.
- b) No booking shall be confirmed until the Hirer receives confirmation from the Community Halls Coordinator that the booking is accepted
- c) and the full payment is received. The booking fee will be forfeit if the booking is cancelled with less than two weeks' notice.
- d) Unless otherwise agreed with the Community Halls Coordinator full payment is required two weeks prior to the hire.
- e) You must vacate the hall at the correct time.
- f) The Hirer is to include in their booking time any set-up and pack-up time that may be required. Should the event continue after the
- g) finish time, an additional room hire will be payable at the appropriate rate, pro rata, hourly or parts thereof.
- h) If the hall is used for a social event the local police must be informed.
- i) Permanent bookings shall be subject to arrangement with the Community Halls Coordinator.

### 2. Bond and fees

- a) Fees are payable by cash, cheque or credit card (Visa or Mastercard) in advance to the Community Halls Coordinator.
- b) A bond of \$300 might be applicable.
- c) Any booking made more than six months ahead will be charged at the rate applying on the date of the function.
- d) Refund of bond shall only be made if all obligations in the contract documents remain fulfilled, no extra cleaning is required and no damage to the Community Hall or its contents is sustained on inspection by the custodian after the event, otherwise any applicable costs will be deducted from your bond.

### 3. Damage and loss

- a) You will be held solely responsible in respect to any claims arising, or loss, accident, injury or damage to persons sustained in connection with this function.
- b) Any loss or damage to Council property, furniture, fittings, fixtures, appliances and apparatus in or about the said premises will be charged to you.
- c) No responsibility will be accepted for any damage to or loss of any property you bring to or store on the premises
- d) Nothing is to be driven into or attached in any way to ceilings, walls, floors, furniture or furnishings without prior permission. No writing, painting or disfigurement is to be applied to the walls, ceilings or floors.
- e) You must return all chairs, seating, furnishings or other property to their designated areas.

#### **4. 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 is responsible for the provision of a cellphone for emergency purposes.
- d) The Hirer is responsible for maintaining good order and behaviour in all parts of the premises and grounds in use and will not cause, suffer or permit disorderly conduct or nuisance to arise.
- e) The Hirer will comply with all laws, regulations, bylaws and rules applicable to the operation of the event and the use of the venue, including taking all practicable steps to ensure that the provisions of the Health and Safety Employment Act 1992 are met at all times.
- f) The Hirer needs to be able to provide first aid assistance to anyone injured during the term of the hireage and this will be the responsibility of the Hirer.
- g) The Hirer will be responsible for the behaviour of event participants and for ensuring that activities and persons present adhere to the rules of the Community Halls.
- h) The Hirer will be responsible for ensuring that the Community Hall is kept secure at all times.
- i) The Hirer will read and understand the fire and emergency evacuation procedures as posted inside the Community Halls.
- j) Smoking is not permitted on the premises
- k) A Fire Warden must be nominated to act in the event of fire. For a larger group there must be one warden to every 100 people.

#### **5. Permits and consents**

- 1. You shall obtain and comply with the provisions and necessary approvals, consents and licences from any person, including the Council, to run the event. The costs of these will be met by the Hirer. This includes music, sound systems and liquor licences if applicable.
- 2. 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.
- 3. Where sale of food is undertaken the Food and Hygiene Regulations 1974 must be complied with.

#### **6. Security**

- a) You must ensure that all heating and lighting is turned off before you leave. An additional charge may be made if any is left on.
- b) You will be provided with the necessary key/s. These must be returned the next day or as agreed with the Community Halls Coordinator.
- c) It is your responsibility to check that all outer doors and windows are securely locked when you leave.
- d) If the Council is required to call a security guard for any reason you will be billed for any costs incurred.

## **7. Cleaning and rubbish**

- a) Please ensure that ALL RUBBISH is removed from the Community Hall and the outside surrounding area.
- b) The total area must be left clean and tidy at the end of booked times. Floors must be mopped and carpets vacuumed if necessary. The Council supplies no cleaning equipment.
- c) You must remove all personal equipment and belongings immediately after the function, unless prior approval has been given, within the period of hire.

## **8. Cancellations**

The Council reserves the right to cancel any bookings if the Community Hall is required for any purposes of urgent maintenance, national or civic nature. In that event all fees will be refunded in full and the event will be rescheduled.

### **Emergency/evacuation procedures**

All visitors need to read and be familiar with the following emergency procedures document, and be able to respond to an emergency and evacuate the building safely.

Immediate evacuation of all areas of the building is essential upon discovery of a fire or upon the continuous sounding of the fire alarms.

### **Warden identification**

1. Chief Warden – Community Halls Coordinator, Wellington City Council. (Please note the Chief Warden works offsite from this building)
2. Fire Warden – a Fire Warden must be assigned by any group who books and uses the hall. This must be recorded in advance on the booking form. Fire Wardens are obliged to carry a cellphone while on the premises to enable them to call 111 in an emergency.

### **Wardens**

In an emergency Fire Wardens are to identify themselves by wearing an arm band (issued with the key).

Each user group must appoint one Fire Warden for every 100 people present in the hall.

In case of fire, or if the fire alarm sounds, the Fire Warden will:

1. Evacuate all users to the assembly point;
2. Call 111 and notify the Fire Service that the alarms are sounding at the Community Hall. (Ask for the Fire Service. Then confirm the Community Hall's address and the nature of the emergency) Check that no one is left in the building;
3. Call the Community Halls Coordinator on 021 227 8183 to inform him/her that the fire alarm has been activated. If the coordinator is unavailable then contact Wellington City Council on (04) 499 4444;
4. Complete a head count for the group – report anyone missing to the Senior Fire Service Officer;
5. Ensure no person returns to the building until after the all-clear is given by the Fire Service;
6. Liaise with the Senior Fire Service Officer.

Where disabled persons are using the facility the Warden must advise the Fire Officer.

**Building assistance register**

Each user group will be required to maintain a register when applicable. If there are any people in your group who require assistance leaving the building in the event of an emergency, please record their names as required. Keep this register with you at all times.

**Location of fire hoses/fire extinguishers/alarms switches**

Please see hall floor plan (located at the main exit) for location of the above and make sure you and the members of your group are familiar with the fire exits.