



## HALL HIRE

The following conditions apply when hiring the Trentham School Hall.

### 1. Bookings

All applications for hire are to be made through the School Office. The Hirer must complete a Hall Hire Agreement confirming to abide by these conditions. In the case of hiring to under 25 year olds a guarantor over the age of 25 is required to ensure the facility is cleaned and any damage repaired. The Office staff will inform the Caretaker of any upcoming Hall hire. The Hall key will be available from the Office, who will arrange with the Caretaker to show the hirer where lights and emergency procedures are located and how to operate the security system. No booking is secured until the Hall Hire Agreement is signed.

### 2. Extent of Hire

Hireage is limited to the Trentham School Hall only, toilets and kitchen included, and does not include grounds or other buildings. The Hirer must supply all necessary equipment relating to activities proposed or undertaken. Use may be made of the tables in the storeroom and hall chairs as required. The Hall oven, fridge and microwave may be used. All equipment used must be returned to their original locations. Parking in the school grounds is to be in designated areas only. Parking is permitted only on sealed areas.

### 3. Hire Charges

The hire charge, plus Bond, is payable in advance, with the first payment being due when the agreement is signed. Payment should be made to the School Office.

Charges:	Casual Hire:	\$75 per morning	Regular Hire: \$25 per hour
		\$75 per afternoon	
		\$75 per evening	Bond - \$250
		\$200 per day	Bond for evening function - \$750

### 4. Bond

The Bond is payable upon the booking of the Hall. The purpose of the Bond is to cover the costs of any damage or loss caused during the period of hire. The Bond, or part thereof, may be forfeited at the discretion of the Board of Trustees in the event of damage, or the hall being left in an unclean state, or any breach of conditions of hire. The Bond shall be returned if all the conditions of hire are met during the period of hire. Please contact the School Office for refund of Bond after the function.

### 5. Period of Hire

The period of hire will not exceed 12.00am unless previous arrangements have been made with the Principal. Any equipment will be removed and cleaning must be completed before vacating the Hall. The Hirer must return the keys to the School Office by noon the following day or the Monday after the weekend.

### 6. False or Inaccurate Information

Should any false or inaccurate details on the Hall Hire Contract be identified after the School Board of Trustees have approved any application, then the Board reserves the right to withdraw their approval.

## **7. Cancellations**

The school Board of Trustees may cancel or terminate a hire for any reason and shall not be liable for any expenses or loss of revenue incurred by the hirer. Any money paid in advance by the hirer will be refunded. The hirer must provide a minimum of 7 days notice if cancellation is required. 50% of the hire charge will be deducted from the bond for failure to notify cancellation within the 7 days.

## **8. Legitimate Use**

The hirer shall ensure that the Trentham School Hall will only be used for the purpose hired and that no illegal activity shall take place, or if such activity is detected, shall indemnify the school Board and its staff from implication or prosecution. The hirer shall obtain and comply with the provisions and necessary approvals, consents and licences from any person to run the event, the costs of which shall be met by the hirer. This includes the use of music and video CD/DVDs, food preparation and liquor licences if applicable.

## **9. Decorations**

No form of decoration is to be painted or drawn on the walls or on any school property inside or outside the Hall. No decoration is to be affixed to the walls of the Hall by the use of adhesive tape, or nails, or drawing pins, or staples. The use of Blu-Tak is permitted, provided that anything so affixed is taken down at the end of the session.

## **10. Standard of Behaviour**

The Hirer must ensure that the persons using the Hall are well behaved and comply with the conditions of hire. The noise level must be kept to a reasonable level in consideration of the school's neighbours. All music, both live and reproduced must cease at 11.45pm at the latest.

## **11. Damage**

The Hirer must exercise proper care when using the Hall and will pay for any damage to the Hall or any other school property or equipment caused by the Hirer or any person using the Hall during the period of hire or resulting from any breach of these conditions of hire. The Hirer will immediately report any faults/damage to the Caretaker (ph. 027 687 2752)

## **12. Insurance**

The school strongly recommends the hirer arrange a public liability insurance cover for the period of hire. The hirer is advised to ensure they are covered or in the case of an organisation their own indemnity cover. Insurance cover of equipment belonging to the hirer is not covered by the school's hall insurances. The school's insurance company will seek compensation from the hirer's insurance company in the event of school property loss or damage.

## **13. Smoking**

Trentham School has a smoke-free policy and therefore smoking is not permitted in all school buildings and on the school grounds at all times.

## **14. Alcohol**

Alcohol will be allowed under the following conditions:

- a) If alcohol is being supplied or sold by the Hirer, they must provide a copy of the relevant day license from the Upper Hutt City Council;
- b) Alcohol will be drunk inside the Hall only;
- c) Any spills will be cleaned by the Hirer;
- d) All rubbish from the alcohol is the responsibility of the Hirer and is to be removed;
- e) Hirers and their guests will act responsibly at all times.

## **15. Emergency**

The Hirer shall take all responsibility for the evacuation of the building in the event of an emergency and is to act in accordance with the displayed evacuation procedures. The Hirer is advised that the maximum number of occupants in the hall must not exceed 400 people.

The Hirer is also responsible for providing any first aid supplies. The school hall is not equipped with first aid kits.

#### **16. Cleaning**

It is a condition of hire that the Hall and the grounds around the Hall will be left in a clean and tidy condition with all rubbish picked up and removed from the school. Any tables and chairs used must be wiped after use and placed in the storage area. Oven, fridge and microwave must be left in a clean condition. Cleaning materials can be found in the hot water cupboard in one of the toilets. The Hirer must provide their own cleaning products and ensure the kitchen and toilets are left clean.

#### **17. Security**

The hirer must check for fire hazards, turn off all lights and all appliances, close any windows and lock all doors. The hirer is responsible for ensuring the alarm is correctly used and reset. Any expenses incurred by the school as a result of the hirer's actions will be met by the hirer, including for example fees for alarm call-outs (approximately \$100) or attendance by the Fire Service (approximately \$1000). In the event that a key is lost the school Board may decide to either replace the hall locks and permanent keys or replace the key - either action to be at the cost of the hirer.



## Checklist for Hall Hire

Hirers are to check the following before leaving the Hall. Any damage incurred during the period of hire will be charged against bond.

1. Floors swept and mopped if necessary
2. Tables and chairs are clean and stored correctly
3. Kitchen clean and tidy
4. Toilets clean and tidy
5. Foyer is clean and tidy
6. Cleaning materials back in place
7. No damage to walls, doors or flooring
8. Fire extinguishers are in place
9. Rubbish removed from premises
10. All personal belongings and equipment is removed
11. Outside the Hall is clean and tidy
12. All windows and doors (check fire exits) are secure
13. Alarm is activated on departure
14. Key is returned to the School Office