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**HALL HIRE CONTRACT**

Name of Hirer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Hire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Hire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Times required: Start \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Finish \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated number of people using the hall: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read and agree to abide by the conditions for Hall hire set out by the Trentham School Board of Trustees. I enclose my deposit (bond).

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Office use only***

*Bond received Amount $\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_ Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*($250 or $750)*

*Hire charge received Amount $\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_ Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Relevant liquor licence sighted from the Hirer: YES NO N/A*



**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