

**PARUA BAY & DISTRICTS COMMUNITY CENTRE SOCIETY INC**  
**HALL & FACILITIES HIRE AGREEMENT**

The Parua Bay & Districts Community Centre Society Incorporated (the Society) own the community hall and facilities situated at 1341 Whangarei Heads Road (the Community Hall). This agreement specifies the terms and conditions under which the Society makes the Community Hall available for hire.

This agreement is both an application to hire and a contract for hire. When submitted by the intended hirer this form is an application to hire under the terms specified in the agreement and when the application is accepted by the Society it becomes a Hall & Facilities Hire Agreement.

**Application to Hire**

Name of Hirer:

Name of Contact:

Email Address:

Phone:

Postal Address:

Date(s) of Function:

Hours of hire from: \_\_\_\_\_ to: \_\_\_\_\_

Type of Function:

Number of Persons Attending:

Liquor License required?:

I/we agree to pay the charges for the hire in accordance with the Terms and Conditions of Hire, below. Further, I/we have read and agree to be bound by and observe, perform and fulfil the Terms and Conditions of Hire.

**Signed (Hirer):**

**Date :**

**Name:**

**Signed (the Society):**

**Date:**

**Name:**

## **Terms and Conditions of Hire**

### **Damages and Insurance:**

If any damage occurs to any part of the facility during the Hirer's event, caused by the Hirer, the Hirer's guests, or invitees the Hirer will be charged for repair or replacement. The cost of damage, breakage or pilferage will be taken out of any bond held or invoiced to the Hirer.

### **Hall Equipment:**

Hire of the hall includes without further charge the use of tables, chairs and the kitchen facilities. We have 20 vinyl trestle tables and matching chairs available.

In the kitchen we have a chest freezer, one fridge, one two glass door drinks fridge, a dishwasher, a microwave and a zip.

### **Cleaning:**

The Hirer will ensure the premises, and the Hall Equipment are left in a clean and tidy condition. All rubbish, recyclables and food scraps must be removed at the completion of the function and floors must be cleaned.

The reasonable cost of additional cleaning may be deducted from the Bond if the facility is not left in an acceptable condition.

### **Licensed Premises:**

The Community Hall is not a licensed premise. The Hirer must ensure a liquor license is obtained if liquor is to be sold at the Event. Please contact the Licensing Agency at Whangarei District Council, by phoning (09)4304200 if you require information on how to obtain this license.

The hirer is solely responsible to determine whether or not it is required to obtain a liquor licence.

The hirer is solely responsible for being a responsible host and ensuring their guests drink and act responsibly and that there are alternate transport options available where required.

#### Nature of the Event:

The Hirer will disclose the intended nature of the Event for which the facility is to be hired, and if approved will use it for no other purpose. The Society reserves the right to decline bookings at its sole discretion.

#### Decoration, Fittings and Equipment:

The Hirer will not remove or alter any fixtures or fittings from any part of the facility. The facility can be decorated to suit the occasion. We request that you discuss with the booking officer your decorating requirements.

#### Entry to the Premises:

Entry to the facility will be obtained from the booking officer upon full payment for the event 14 days prior, who will give instructions regarding entry, exiting and setting security alarm.

#### Vacating the Building:

The building must be vacated no later than 1.00 am and should be left clean and tidy as found with all rubbish and belongings removed from premises.

Without prior arrangement there is strictly no sleeping on the entire site, including hall, meetings room, parking areas and sports fields.

#### Hirer's Property:

The Society will take all necessary care to maintain the security of the facility but takes no responsibility for damage or loss of property or merchandise left at the facility prior to, during or after the event.

#### NO Smoking / Vaping:

There is strictly no smoking of any kind or vaping inside the facility.

### Emergency Procedures:

The Police and Fire Service shall at all times have the right of entry to any part of the facility and all Hirers must at all times comply with their direction. The Hirer shall ensure all exits and approaches to exits provided in the facility are kept clear of furniture, equipment and materials.

A cardiac defibrillator is located on the front wall of the Community Hall close to the main entrance doors.

### Confirmed Booking and Cancellations:

Verbal or written application for use of the facility will stand for seven days, after which re-confirmation is required by way of a completed application and agreement form.

A deposit/bond of \$250.00 including GST is payable by the Hirer upon receipt of this signed Agreement.

Should the function be cancelled, at least fourteen (14) days' notice must be given to the booking officer, in which case the deposit/bond will be refunded in full. If less than fourteen (14) days' notice of cancellation is given, then the deposit/bond is forfeitable at the Society's discretion.

All other hire charges will be payable fourteen (14) days prior to the date of the function.

Payments are to be Direct Credited to: ANZ 01-0495-0161761-00 (using name and date of booking as reference)

If applicable the bond/deposit will be returned to the Hirer within 14 days of the scheduled event.

### Pre Event Set Up — Post Event Breakdown:

If you require set up the day before and clean up the day after your event, you need to advise us so we can book the facility for you. Please be mindful that you must vacate the Community Hall by 1.00 am on the day following the commencement of the function, therefore we ask that you commence your clean up and ask any band to stop playing by 12 midnight.

If you require clean up time after your event you must advise the booking Officer so that we can ensure there will be no conflicts with other bookings.

Clean up time on the day following your event will incur charges at the normal Community Hall hourly charge rate.

#### The Society – Booking Officer

Please do not hesitate to contact us with any questions you may have regarding price, venue information, availability or to secure your booking.

Contact: Richard Burgoyne

Email: [bookings@paruabaycommunitycentre.org.nz](mailto:bookings@paruabaycommunitycentre.org.nz)

#### **Community Hall - hire charges for weddings and special events**

Minimum hire fee \$220.00

Hourly Rate - \$55.00.

Full day – exclusive use (more than 5 hours) - \$900.

Deposit/Bond - \$250.00 (to be paid upon receipt of signed Agreement.)

#### **Hall hire charges for sporting or community events**

The Terms and Conditions of Hire as outlined above apply to all casual hireage of the Community Hall.

The fees for casual one-off Community Hall hire are based on an hourly rate of \$55.00 per hour or part hour.

Casual Community Hall hire includes use of the kitchen and furniture.

The hourly rate may change dependent on the circumstances of the hirer. For example, our regular user groups who need additional Community Hall time will receive a reduced hourly rate. Not for Profit organisations and local residents wanting the Community Hall for a funeral or other similar event are also likely to receive an appropriate reduction in the hourly rate.

Please contact us and confirm your casual hireage requirements and we will inform you of the applicable rate.

Depending on the event the Society reserve the right to request a deposit and or bond in respect of all casual hire arrangements.

