



CROMWELL MEMORIAL HALL

TERMS AND CONDITIONS

OF HIRE





INDEX

- Section 1.** General Terms and Conditions of hire for Community Facilities

- Section 2.** Specific Conditions/Information of Cromwell Memorial Hall

- Section 3.** Fire and Evacuation Procedures

- Section 4.** Storage of Furniture and Equipment list

- Section 5.** Floor Plan

- Section 6.** Cleaning Checklist



SECTION 1

GENERAL TERMS AND CONDITIONS OF HIRE FOR COMMUNITY FACILITIES

1. BOOKINGS

All enquiries for the hire of Council's Community Facilities need to be confirmed either verbally or in writing. (**Refer Section 2** - information sheet relating to the specific local facility).

A tentative booking for a selected date shall be permitted where the actual date is uncertain. However, should another application be received for that date, the party who made the tentative booking shall be required to confirm the reservation verbally or in writing within such time as stipulated.

2. ACCESS PRIOR TO TIME OF HIRE

Access may be permitted prior to the time of hire for the purpose of making preparations preceding the hire period, provided the venue is not required for another engagement.

3. FEES & CHARGES

Charges for the use of the facility will be quoted when confirmation of the booking is made. (refer to [Fees & Charges - Central Otago District Council](#))

4. LIABILITY FOR PAYMENT OF RENT

In the event of the venue not being required, the person or organisation that initially booked the venue shall be responsible for payment in full unless advice of cancellation is received seven days prior to the proposed hire date.

5. BOND

A bond shall be payable to the Council when a confirmed booking for a social function is agreed, unless agreed otherwise.

6. RESPONSIBILITY FOR COMPLYING WITH THE CONDITIONS OF HIRE

The hirer shall appoint an adult to accept responsibility, sign the hire agreement and ensure compliance with the conditions of hire.

This person shall be deemed to have accepted the responsibility for complying with the conditions of hire, including the Sale and Supply of Alcohol Act requirements (refer Clause 12).

7. POWER TO REFUSE HIRE OF THE VENUE

It shall be at the discretion of the Council to refuse to let the venue on any occasion.

8. PERMITTED NUMBERS

Refer to the Terms and Conditions of hire (Section 2) relating specifically to the local venue.

9. NO SMOKING POLICY

Smoking is **not permitted** in any part of the venue. Any cigarette butts left outside the venue must be removed.

10. FIRE PREVENTION

The hirer shall observe the requirements of all Acts and Regulations in connection with Danger from Fire and the Council's "No Smoking" policy. All exits are to be kept clear of obstacles.

11. EVACUATION OF PREMISES

The hirer shall in the event of an emergency, ensure the premises are vacated and that the appropriate Emergency Service is alerted.

12. SALE AND SUPPLY OF ALCOHOL

If you are holding an event where alcohol will be for sale, then a Special Licence is required.

Alcohol is deemed to be for sale if you are selling over the bar, charging a fee such as an entry fee, ticket price or other payment for an alcohol-inclusive matter, if the cost of alcohol is included in pre-sold tickets, or if you ask for koha or donation in relation to an alcohol-inclusive matter.

The adult person appointed (refer Clause 6) shall be deemed to have accepted the responsibility for complying with the Sale and Supply of Alcohol Act requirements.

All functions must be supervised by adults.

Persons under the age of 18 years shall not be served alcohol on the premises.

It is recommended that hirers supply food, low or non-alcoholic beverages and provide transport for their patrons.

13. SOUND

All sound requirements are the responsibility of the hirer including any appropriate licences to prevent infringement of copyright (s93 (3) of the Copyright Act) in relation to the playing of sound and video recordings.

14. NOISE LEVELS

Noise must be kept within acceptable limits to avoid disturbing residents in the locality. All live or pre-recorded music must cease at 1.00am, unless otherwise stated in the information sheet relating to the specific local facility. (**Refer Section 2**)

15. SUB-LETTING

Sub-letting of the venue is prohibited.

16. ADVERTISEMENTS

Advertisements in newspapers for functions or events to be held in the venue must include the full name of the organisation arranging the function.

17. INSURANCE

The hirer shall be held responsible for the insurance of any items, exhibits etc. that they have brought into the venue during their booking.

The hirer shall indemnify the Council against any loss or damage to property, furniture, fittings, appliances or apparatus caused or suffered during or arising out of the hire or any other claims.



18. VENUE USE

The venue shall only be used for the purpose for which it has been let. If, in the opinion of the Chief Executive or her authorised officer, the venue is being used for a purpose other than that for which it has been let or if anything is done or proposed to be done that will create a nuisance, the hirer shall stop such unauthorised use or actions, failing which the venue may be closed.

19. DAMAGE

No nails, screws or fixtures or other fittings are to be fixed to any surface that may tend to disfigure the appearance of the venue or damage it in any way.

20. STORAGE OF FURNITURE AND EQUIPMENT

The hirer shall be responsible for setting up the venue for their function and for storing all furniture and equipment back in the appropriate storage areas. If this is not done, then Council may employ a contractor to do this and costs shall be recovered from the hirer.

21. ELECTRICIAL APPLIANCES

The hirer shall ensure that when electrical appliances have been used, they MUST be thoroughly cleaned and switched off at the wall before vacating the venue.

22. SECURITY

The venue must be securely locked at all times when unattended and all doors and windows are to be securely locked at the conclusion of the hire.

23. CLEANING

The venue shall be left clean and tidy prior to the hirer vacating the premises. Failing to do so will render the hirer liable for any additional expenses incurred by the Council or its contractors, in cleaning or tidying the venue.

24. REMOVAL OF RUBBISH

The hirer shall **remove all rubbish** from the premises. Event organisers are encouraged to minimise and recycle waste.

25. REMOVAL OF HIRER'S CHATTELS FROM VENUE

At the conclusion of the hire, the hirer shall remove all of their equipment including decorations, goods, chattels and effects from the venue within the time required by Council, otherwise they may be removed at the hirer's expense and an additional charge made to the hirer for the extended use of the venue or part thereof.

26. ANIMALS

No animals of any description shall be allowed on the premises.

**THESE CONDITIONS WILL BE ENFORCED BY THE
CENTRAL OTAGO DISTRICT COUNCIL**



SECTION 2

SPECIFIC CONDITIONS OF HIRE/INFORMATION CROMWELL MEMORIAL HALL

1. BOOKINGS

Enquiries for hiring the Cromwell Memorial Hall can be made by contacting the Cromwell Service Centre, 42 The Mall, P O Box 2, Cromwell or by phone 03 445 0211.

All bookings must be confirmed in writing (letter or email) and shall include the dates of the hire and all requirements (i.e. rooms for use, hours of use, setting up times and clean up times, heating, crockery, sound system, lighting, furniture, etc.).

2. BOND

A bond shall be payable to the Council when a confirmed booking is received for a social function. The Bond maybe returned in full or part thereof after a venue inspection of the venue is carried out to the Council's satisfaction. The bond is currently set at \$200 but maybe increased from time to time by resolution of the Cromwell Community Board.

3. SESSIONS TIMES AND CHARGES

Charges for the use of the facility are on a half day - up to 6 hours and whole day full day" - more than 6 hours basis.

The venue shall not be used on Saturday night after 2.00am on Sunday morning and must be vacated by that time unless the express permission of the Council has been obtained prior to the event.

4. PERMITTED NUMBERS

The maximum number of people permitted within the hall is **330** persons.

5. ACCESS TO STAGE INFRASTRUCTURE

Please note until further notice there is no infrastructure available to suspend any items such as lighting and masking drapes above the stage. Any set pieces and/or lighting instruments used in a production/event must be floor based and not suspended from the building structures.

6. HEATING

Heating systems within the Cromwell Memorial Hall include the following:

- Radiators which are located throughout the hall, are heated by a diesel burner. Heating is automatically set to switch the heating on two hours prior to the commencement of the hire. The thermostat which is located at the top west end of the hall has a tamper proof box over it and must not be removed or any attempt be made to alter. The temperature is now managed remotely. Where possible, hirers need to ensure that all doors are kept shut to retain the heat within the building.
- If the supper room only has been hired, heating is by way of electric wall heaters.

7. DECORATING

No sellotape, sticky tape, writing, printing, decorations or any disfigurement shall be permitted on the walls, nor may anything be done that may tend to disfigure the appearance of the venue or damage it in any way.

Streamers and decorations are permitted on the condition that they are attached to the curtain wires that are located along the edge of the window alcoves on the eastern and western sides of the auditorium.

Hirers must ensure that the walls are not scratched by ladders or other climbing devices used during the erection of decorations.

8. NO SMOKING POLICY

Persons hiring the venue for a social gathering should ensure that there are adequate receptacles placed **outside** for the disposal of cigarette butts. Wooden troughs for this purpose are stored within the west wing. These receptacles are to be emptied, cleaned and returned to the storage area at the conclusion of the hire.

9. DAMAGE

Every precaution shall be taken to ensure that the floor surface is not damaged during the transfer of the form seating and/or trestles to and from the west wing. Seat trolleys have been provided for use when moving the form seating around.

10. POWER SUPPLY

Switchboard - Under no circumstances, should anyone other than a Registered Electrician access the electrical switchboard which is located in the Ticket Box in the foyer.

3-phase power – 3 phase power is available in the venue. A Rairole plug connection is located on the west side of the stage on the ledge beside the lighting box.

11. SECURITY

- A CMHE Key will be supplied which allows entrance through the front doors, kitchen or supper room doors.
- Please ensure the door is snibbed locked when exiting the premises.

12. CLEANING

Cleaning equipment is available as follows:

- Brooms are stored on the northern wall of the west wing.
- A vacuum cleaner, mops, buckets and cleaning products are stored in the ticket box in the foyer. (CMHE key will open this room)

Note: To ensure that no Health and Safety issues occur due to the storage of chemicals and the location of the electrical switchboard in the Ticket Box, hirers **must ensure that the Ticket Box door is kept locked at all times.**



Cleaning requirements are as follows:

- All wooden and vinyl floors are to be washed.
- All carpeted areas to be vacuumed.
- The hirer shall be responsible for leaving the venue including toilets, floor surfaces, furniture and other surfaces clean at the conclusion of the hire.

At the conclusion of the hire, please complete the cleaning checklist (refer Section 6) for all areas used and return same to the Council with the keys.

13. AFTER HOURS CONTACT

For urgent Electrical or Plumbing faults, phone the Council's After Hours Service on 03 445 0211.

**THESE CONDITIONS WILL BE ENFORCED BY THE
CENTRAL OTAGO DISTRICT COUNCIL**

FIRE AND EVACUATION PROCEDURES

The adult appointed to accept responsibility for complying with the Terms and Conditions of Hire for the Cromwell Memorial Hall, shall make themselves aware of the Fire Safety and Evacuation Procedures for the Cromwell Memorial Hall.

These responsibilities are as follows:

1. Ensure that the “No Smoking Policy” is complied with within the venue.
2. Ensure that all exits are kept clear and that all exit doors are able to be opened from the inside at all times.
3. To ensure that in the event of an emergency, the hirer shall assume the responsibilities of the Building Fire Warden and the evacuation of occupants.
4. Break the glass on one of the automated fire alarm units located throughout the hall. This will automatically activate the emergency services fire alarm.
5. Direct all occupants to leave the building and assemble at the Evacuation Point (being in the Memorial Grounds on the eastern side of the building).
6. Ensure that all areas are checked for occupants.
7. Ensure that someone is nominated to assist any persons with disabilities.
8. Ensure that in the event of an emergency, other than fire, a 111 call is made to the appropriate Emergency Service.

Note: There is no telephone in the hall therefore the call will need to be made from a cellphone.

9. Ensure that no one returns to the building until the “all clear” has been given by Emergency Services.

Note: If the fire alarm stops ringing it does not mean that the “all clear” has been given.

10. Liaise with the Emergency Services Officer In Charge.
11. On the instructions of the Officer in Charge, advise the occupants of the “all clear”.

In the event of a fire, occupants should not put themselves at risk and should only attempt to extinguish a fire after the alarm has been raised, occupants have been evacuated, and then only if it is safe to do so and only if the correct extinguishing medium is available.

SECTION 4

STORAGE OF FURNITURE AND EQUIPMENT LIST

The hirer shall be responsible for setting up the venue for their function and for returning all furniture and equipment back in their appropriate storage areas. If this is not done, then Council may employ a contractor to do this and the costs shall be recovered from the hirer.

Location - Rear Stage area

Chairs (stacked in colour zones – note posters on walls)

- 161 armless stackable chairs –
 - 77 dark mustard thinly padded vinyl covering
 - 5 light mustard thinly padded vinyl covering
 - 31 brown thinly padded vinyl covering
 - 1 black thinly padded vinyl covering
 - 4 brown thickly padded vinyl covering
 - 13 reddish/brown thickly padded vinyl covering
 - 18 dark blue thickly padded fabric covering
 - 1 light blue thinly padded fabric covering
 - 9 pink thinly padded fabric covering
 - 2 brown thinly padded fabric covering
- 4 armchairs padded vinyl covering

Tables

- 1 Formica top small table metal legs (66cm L x 46cm D x 60cm H)
- 1 Formica top small table metal legs (76cm L x 51cm D x 74cm H)
- 1 wooden school desk (55cm L x 36cm D x 53.5cm H)

Screens

- (38 - Combined Society of Arts and Crafts owned)
 - 9 wooden (double folding) frames, fabric covered (1.8m L x 2.45m W)
 - 1 metal framed, plywood screen (3.66m L x 2.44m W)
 - 4 metal framed, hardboard screen (1.25m L x 1.86m W)
 - 4 metal framed, plywood screen (1.25m L x 1.26m W)
 - 14 metal frames, coloured wooden panels (2.42m L x 1.2m W)
 - 2 custom wood sheets (2.14m L x 1.22m W)
 - 4 custom wood sheets (2.4m L x 2.47m W)

Metal stands for screens

- (3 - Council owned)

- 2 fabric covered double sided screens grey/red (1m W x 1.5m H)
- 2 fabric covered double sided screen grey/red (80cm W x 1.5m H)
- 2 fabric covered double sided screens grey/red (75cm W x 1.5m H)
- 8 chrome round pipe screen joiners



Portable wooden staging

- 1 Half circle (70cm D x 2m W)
- 1 oblong piece (90m W x 1.75m L x 50cm H)
- 1 oblong piece (80cm W x 1.8m L x 50cm H)
- 1 oblong piece (40cm W x 1.85m L x 15cm H)
- 1 oblong piece (40cm W x 1.75m L x 15cm H)
- 2 oblong pieces (40cm W x 1m L x 15cm H)
- 1 oblong piece (60cm W x 1.8m L x 15cm H)
- 3 square pieces (1.8m W x 1.8m L x 30cm H)
- 1 square piece (1.7m W x 1.8m L x 30cm H) (Damaged bottom)
- 2 square pieces (1.8m W x 1.8m L x 30cm H) Damaged bottom on 1 piece)

Note: additional portable staging (2 x 1.85m W x 1.85m L x .37cm H) pieces with carpeted floor are stored at northern end of west wing

Other chattels

- | | |
|--|---|
| 6 Celsius Radiant electric heaters | 1 wooden lectern |
| Microphone & sound system (Locked in sound room) | 1 Charles Begg piano |
| 1 grand piano (Combined Arts Council) | 1 large white board (1.22m W x 1.82m H) |

Location - West Wing

Tables

- 10 cream formica trestles (2.4m L x 77cm W) seat 8 persons
- 14 white wooden trestles (2.47m L x 65cm W) seat 8-10 persons
- 1 Formica topped coffee table metal legs (59cm L x 80cm W x 42cm H)

Seating

- Form seating for 304 persons (5 seats and 6 seats per form)
- 2 steel trolleys on wheels for moving form seating around
- 1 chrome legged chair

Other chattels

- 2 large portable stage pieces on casters (1.85m L x 1.85m W x 37cm H)
- 1 Piano (locked in cupboard – available for use on request)
- 1 x 2.1m Aluminium ladder
- 1 Mobile Mini Bar

Cleaning equipment

- 3 wide brooms
- 1 Metal Rubbish Bin and Lid

Location - Auditorium

- 2 grey fixed leg oblong tables (80cm W x 1.2m L x 72cm H)

Location - Supper Room

- 2 grey fixed leg oblong tables (80cm W x 1.2m L x 72cm H)
- 1 Formica table metal frame (60cm W x 1.2m L x 76cm H)
- 1 Large wooden table on casters (1.2m W x 3.65m L x 80cm H)



Location - Kitchen

Appliances

- 1 Westinghouse electric wall oven (new June 2014)
 - 2 oven racks - 1 shallow oven tray - 1 deep oven tray and rack
- 1 Kelvinator Fisher and Paykel electric oven
 - 2 oven racks - 2 grey/red oven trays - 3 stainless oven trays - 1 grill dish and rack
- 1 Moffat Blue Seal electric hotplate (1m W x 1m D x 92cm H)
- 1 pie warmer (80cm W x 34cm D x 55cm H)
- 1 Kelvinator Fridge (65cm W x 1.4m H x 65cm D)
- 2 zip water heaters
- 2 Typhoon Range Hoods
- 1 Ceiling fan

Furniture

- 1 long wooden table (60cm W x 2.75m L x 75cm H)

Crockery

- 160 cups and saucers (cupboard locked, request if required)

Note: - There is no other crockery, cutlery, or cooking utensils provided.

Other equipment

- 1 metal rubbish bag holder
- 2 white funnels
- 3 large stainless teapots

Location - Female Toilets Cloakroom

- 1 pink fabric covered padded armless chair
- 1 tea trolley
- 1 metal rubbish container

Location - Mens Toilets Cloakroom

- 1 metal rubbish bin

Location - Female Dressing Room (stage area)

- 1 vinyl covered padded armless chair
- 1 metal rubbish bin
- 1 wooden clothes rack on casters

Location - Mens Dressing Room (stage area)

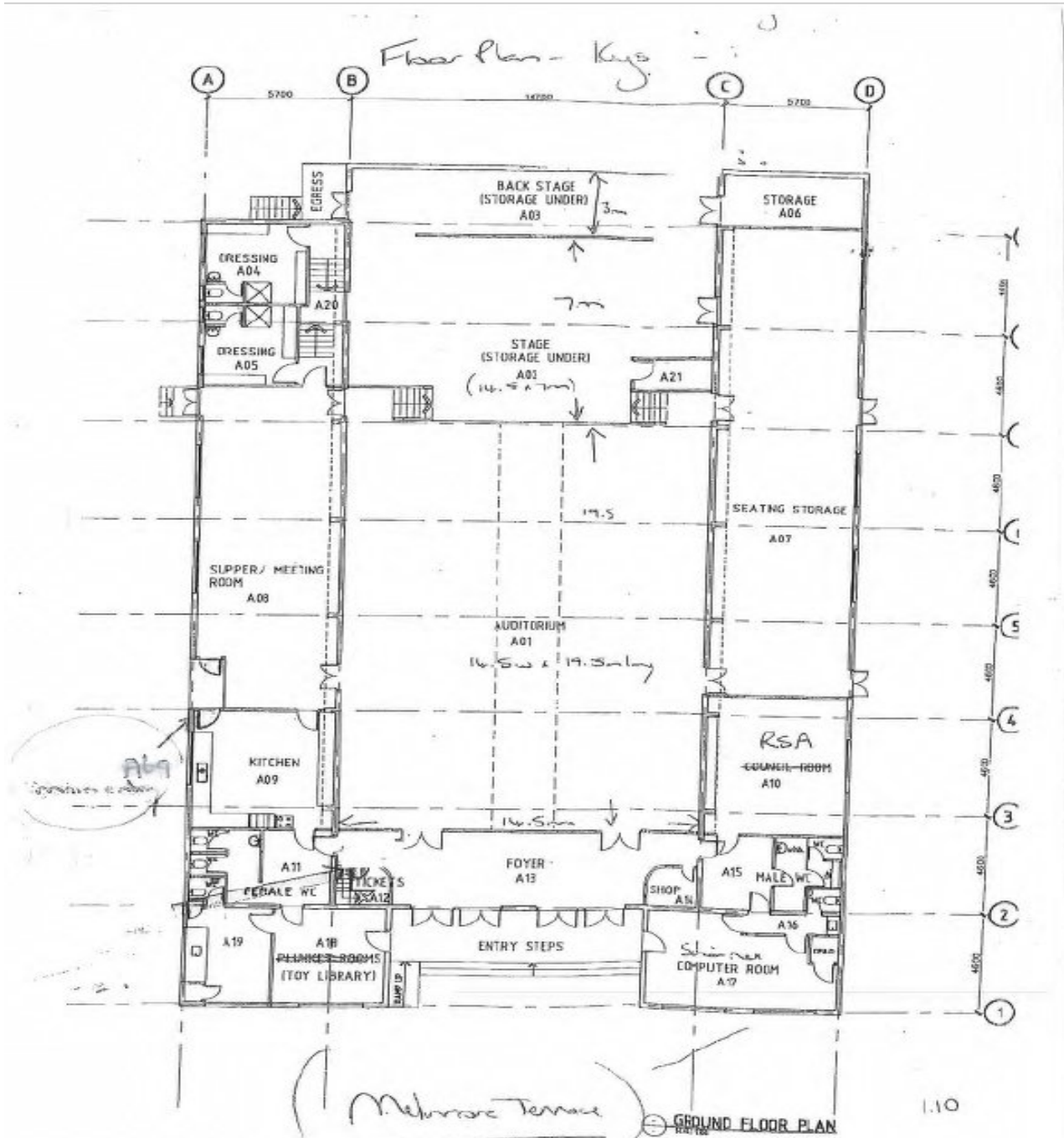
- 1 metal rubbish container

Location - Cleaners Cupboard (Ticket Box)

- 1 vacuum cleaner
- 1 extension cord
- 1 hand bush
- 1 hand shovel
- 1 blue recycling bin (oblong)
- 2 blue round wringer buckets
- 2 blue square wringer buckets
- 1 galvanised steel wringer bucket
- 4 wet mop heads
- 3 wet mop handles
- 2 large orange floor "duster" mops
- 2 spare floor "duster" mop heads
- 1 squeezy mop
- Floor cleaner

SECTION 5

FLOOR PLAN



Cromwell Memorial Hall - Plan - Keys



SECTION 6

CLEANING CHECKLIST

Please use the checklist below to ensure that the areas used are left clean and tidy for the next user.

This form is to be completed at the conclusion of the hire and shall be returned with the keys to the Cromwell Service Centre, 42 The Mall, Cromwell.

<i><u>Cleaning checklist at conclusion of hire</u></i>	<u>Hirer</u> <i>Tick</i>	<u>CODC</u> <i>Tick</i>
Kitchen Appliances to be cleaned at the end of the hire:		
- Westinghouse Wall Oven		
- Kelvinator Fisher and Paykel Oven		
- Pie Warmer		
- Fridge		
- Moffatt Blue Seal Hotplate		
Kitchen Benches to be cleaned at the end of the hire		
Toilets to be cleaned at the end of the hire		
- Ladies toilets (cubicle 1)		
- Ladies toilets (cubicle 2)		
- Ladies handbasin		
- Mens toilet (1 cubicle)		
- Mens urinal		
- Mens handbasin		
- Dressing Room 1 - 1 toilet		
- Dressing Room 1 – 1 hand basin		
- Dressing Room 2 - 1 toilet		
- Dressing Room 2 – 1 handbasin		
- Urinal Tap to be turned off		
Remove all of your belongings from the venue at the end of the hire		
Put furniture back into the correct storage areas (refer to chattels list Section 4 for locations). Ensure all stacker chairs are stored in their correct colour zones as noted on the posters located on the southern wall of rear stage.		
Rubbish Bag in Kitchen to be emptied and all rubbish to be removed from the hall		



Supper Room floors to be cleaned and washed using the floor cleaner chemical supplied in the cleaners room and hot water		
Auditorium floors to be cleaned and washed using floor cleaner chemical supplied in cleaners room and hot water		
Kitchen floors to be cleaned and washed using the floor cleaner chemical supplied in the cleaners room and hot water		
Toilet floors to be cleaned and washed using the floor cleaner chemical supplied in the cleaners room and hot water		
Rubbish bag in Men's Cloakroom to be emptied, all rubbish to be removed from the hall		
Rubbish bag in Female Cloakroom to be emptied, all rubbish to be removed from the hall		
Rubbish tin in Female Dressing Room to be emptied, all rubbish to be removed from the hall		
Rubbish tin in Male Dressing Room to be emptied, all rubbish to be removed from the hall		
Dressing Room floors (if used) to be cleaned and washed using the floor cleaner chemical supplied in the cleaners room and hot water.		
Foyer carpet to be vacuumed (machine stored in cleaners room)		
Wooden troughs used outside the venue to dispose of cigarette butts to be emptied, cleaned and returned to the west wing storage area		

Failing to leave the venue in a clean and tidy condition will render the hirer liable for any additional cleaning expenses incurred by the Council.

Function:

Function Date:

Name of Hirer:

Hirer's Signature:

Date signed: