



## WAIPIATA TOWN HALL

## TERMS & CONDITIONS OF HIRE





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## 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:

<http://www.codc.govt.nz/SiteCollectionDocuments/Fees%20and%20Charges/Community%20Services.pdf>

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 may be payable to the Council when a confirmed booking for a social function is received, unless agreed otherwise. (**Refer Section 2**)

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.

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 licenses 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 his 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 WAIPIATA HALL**

1. BOOKING  
Bookings to Ranfurly Service Centre, 15 Pery Street, Ranfurly phone 03 4449 170. Tentative booking of a select date, subject to confirmation later, is allowed where the actual date is uncertain. However verification must be made to confirm the booking.
  
2. BOND:  
A bond of \$200.00 and payment of the hire fee may be requested prior to the keys being released to the user. This is at the discretion of the Property and Facilities Officer.
  
3. PERMITTED NUMBERS:  
The maximum number of people permitted in the Waipiata Town Hall is 214.
  
4. NOISE LEVELS  
All live or pre-recorded music must **cease at midnight**, after this time noise levels must be reduced to avoid disturbing residents in the locality unless a special exemption has been granted.
  
5. WATER SUPPLY  
Water supply is from rain water and piped spring water stored in tank During winter months the water to the hall must be turned on and then drained down after each function to prevent frost damage..

Appointed community members to undertake this task are:

Pete Lumam: 02102315847

Don Manson: 0273658795

Please contact Pete (in the first instance) or Don to ensure this task is done.

6. POWER  
Mains power box is in the ticket box room

Note: Mains switch is not to be switched off in the summer months while the seasonal public toilets are operating at the back of the Hall.

7. LIGHTS  
**Entrance** lights in the Ticket Room  
**Hallway** light switches by the Supper Room doors  
**Supper Room** Lights in the Supper Room beside right hand door going into the supper room  
**Main Hall** lights turn on at the Stage Switch Board

8. HEATING

Supper room is heated by 2 wall mounted plug in fan heaters

The main hall is heated by a diesel fired burner and piped into the hall via a vent system.

**Diesel Heater Operating Instructions:**

**To Turn On Diesel Burner**

- 1) Check the MAIN switch is turned on in the ticket room
- 2) Check Outside Tank Burner switch on the Stage Switch Board is turned on
- 3) Access to Boiler Room -- walk down steps under stage area to the Boiler Room and turn on the white switch located on the concrete block wall (refer to floor plan)
- 4) Turn on Thermostat Control in Hall – (refer to floor plan)

**To Turn Off Diesel Burner**

- 1) Turn off Thermostat Control in Hall
- 2) **Wait ten minutes - Critically important to prevent damage to the Diesel Heater**
- 3) Turn off white switch located on the concrete block wall in the Boiler Room
- 4) Turn off MAIN switch in the ticket room – if Public Toilets at the back of the Hall are operating DO NOT turn off Main switch

9. STAGE AREA

Children are NOT permitted on the Stage, unless under direct supervision of an adult.

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



### **SECTION 3**

## **FIRE AND EVACUATION PROCEDURES BUILDING FIRE WARDEN'S DUTIES.**

As laid out in the formal agreement between the Central Otago District Council and any hirer of The Ranfurly Town Hall, the hirer is responsible for making themselves aware of the Fire Safety and Evacuation Procedures for the Waipiata Town Hall.

These responsibilities are summarized as follows:

1. There is a "No Smoking Policy" within the facility
2. To ensure that all exits are kept clear and that exit doors must be able to be opened from the inside at all times and while the centre is in use
3. To ensure that in the event of emergency, the hirer shall assume the responsibilities of the Building Fire Warden and the evacuation of occupants
4. To ensure that all areas are checked for occupants
5. To ensure that someone is nominated to assist any persons with disabilities
6. To ensure that a 111 call is made to the fire brigade
7. Liaise with the Officer In Charge of the Fire Brigade

#### **Sample PA System Evacuation Message (if PA system available)**

**May I have your attention please**

Ladies and Gentleman, I have an important announcement to make

**PAUSE**

I have been advised that there is an immediate need to evacuate the facility.

There is no cause for alarm, but please follow the instructions of the ushers who will direct you to the nearest exit. Please move quickly and calmly and do not run.

Once outside the building would you please assemble in the playground adjacent to the Hall

You will be advised by the ushers when it is safe to return.

Once again, there is no cause for alarm.

**REPEAT MESSAGE**



## SECTION 4

### Equipment List

**Cleaning equipment supplied**  
Users are required to supply cleaning products

<b>1 Mopomatic</b>
<b>Bucket</b>
<b>1 Contractor rag mops</b>
<b>1 Wide dust broom</b>
<b>1 Brush and pan set</b>
<b>1 House Broom</b>
<b>Toilet paper</b>
<b>Paper hand towels</b>
<b>Soap</b>

### Kitchen Equipment

<b>3 Large teapots</b>
<b>2 Ranges (non commercial)</b>
<b>2 Small Pie Warmers</b>
<b>1 Electric Urn</b>
<b>Microwave</b>
<b>1 Small Fridge</b>
<b>Assorted mixed crockery</b>
<b>Assorted mixed cutlery</b>

### Hall Equipment

<b>Wooden Bar</b>
<b>3 Pianos</b>
<b>7 Occasional Tables (in Ticket Room)</b>
<b>6 Trestle Tables</b>
<b>36 Wooden Form Seats</b>
<b>10 Formal Padded Seats</b>

For further information regarding trestle tables and chairs contact:  
Sally Andrews: 03 4449 039 or 027 5111139

**SECTION 4**

**Cleaning Schedule**

**Porch**

Sweep

Remove rubbish

**Hallway and Supper Room**

Sweep floors

Mop floors

**Kitchen**

Wash any crockery/utensils used from kitchen cupboard

Clean sink, benches and shelves underneath if necessary with strive

Clean oven and oven top

Remove all food from fridges, turn off at wall, wipe out and leave doors open.

Sweep floors and mop

**Toilets**

Empty all rubbish bins and replace plastic bags with new ones.

Wipe hand basins and benches, taps and window sills

Clean mirrors with glass cleaner

Scrub bowls with brush, wipe seat/pan/lid and outside of bowl

Sweep/ and mop floors

Ensure windows are shut and lights turned off

Spot clean doors and walls

**Hall**

Sweep and mop wooden floor using ¼ cup sugar soap in hot water

Sweep stage floor

Ensure all windows are closed, lights are off and internal and external doors are locked

Rinse and clean mops after use

**Before you leave ensure the water has been drained down  
(winter season only), windows are shut, lights turned off,  
heaters off  
and doors are locked.**



**SECTION 5**

**FLOORING PLAN**

