



## **GENERAL TERMS AND CONDITIONS OF HIRE FOR COMMUNITY FACILITIES**



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1. BOOKINGS

COVID Restrictions if mandated

Bookings for Council facilities will be approved on a case-by-case basis. Confirmation of your booking is also confirming you will adhere to all central government Covid-19 restrictions listed on the Covid-19 official website here on [www.covid19.govt.nz](http://www.covid19.govt.nz)

Users are required to use the COVID Tracer App QR Code posters which are installed by main entrance doors to keep a record of when they have used the hall.

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/publications/fees-and-charges/Pages/default.aspx>.

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 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 midnight, 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 ANDEQUIPMENT  
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. ELECTRICAL 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 organizers are encouraged to minimize and recycle waste.
25. REMOVAL OF HIRER'S CHATTELS FROMVENUE  
At the conclusion of the hire, the hirer shall remove all 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

### Maniototo Stadium and Rugby Club Rooms

#### Bookings:

Ranfurly Service Centre, 15 Pery St Ranfurly  
Phone 03 4449 170  
Email address: [wendy.mulholland@codc.govt.nz](mailto:wendy.mulholland@codc.govt.nz)

#### Bond – Venue Hire

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 Asset Management Team Leader - Property.

#### Permitted Numbers

The maximum number of people permitted is:

- Stadium: 340
- Rugby Clubrooms: 100

#### Noise Levels

All live or pre-recorded music must **cease at midnight**, unless a special exemption has been granted.

#### Exclusive Use

The Maniototo Rugby Club have exclusive weekend use of the Rugby Club Room during Rugby Club season (end of March through to mid-August), the user contacts the Rugby Club directly to enquire if the Rugby Club are prepared to move any potential home game to an alternative venue. If the Rugby Club agree then the user not

## Section 3

### **MANIOTOTO STADIUM AND CLUBROOM HIRERS.**

#### **BUILDING FIRE WARDEN'S DUTIES.**

As laid out in the formal agreement between the Central Otago District Council and any hirer of either the stadium or clubrooms, the hirer is responsible for making themselves aware of the Fire Safety and Evacuation Procedures for the Maniototo Stadium and Clubroom.

These responsibilities are summarized as follows:

1. There is a "No Smoking Policy" within the facility
2. 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 facility 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 is available)**

##### **May I have your attention please**

Ladies and Gentlemen, 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 field beside the car park and adjacent to the Rugby clubrooms.

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

Once again, there is no cause for alarm.

**REPEAT MESSAGE**

# **Information Sheet**

## **Maniototo Stadium & Rugby Club Room**

- Flood light switch for car park on the wall between the cleaning cupboard and meter room doors - to your left as you enter the foyer doors, switch labeled Flood Lights
- Night lights under veranda of club room are sensor operated not manually operated
- Cleaning cupboard is located second door to the left of entering the foyer doors labeled phone room and cleaning cupboard

### **Cleaning equipment supplied**

1 Mopamatic	1 Vacuum cleaner
1 10 ltr bucket	Small rubbish bags
2 Contractor rag mops	Large black rubbish bags
2 Wide dust brooms	Toilet paper
1 Brush and pan set	Paper handtowels
1 House broom	Soap
1 Outside broom	Rags
1 Extension cord on reel	1 Bathroom spray & wipe
1 Window cleaner	

**Note: Limited cleaning product supplied**

### **Kitchen**

#### **Supplied**

2 Large urns  
2 Domestic ovens  
1 Commercial oven  
1 Zip  
1 Microwave  
2 Large tea pots  
100 cups and saucers (assorted)  
2 Fridges  
Dishwasher  
4 Sugar Bowls  
Detergent  
Spray & wipe

#### **Not Supplied**

Plates  
Cutlery  
Oven dishes  
Tea towels  
Dish cloths  
Oven trays

## **Rugby Club Room – Urinals, Lights and Heaters**

- Ensure water to the urinals in the men's toilet is turned on prior to use of the facility and then turned off at the conclusion of use of the facility. The building is metered for water use so water conservation is actively practiced
- Heater switch is on the wall between the concertina door and the kitchen servery labeled "Heaters", then turn on each individual heater at its location
- Light switches for room are on the wall beside the kitchen servery to the left of the heater as you enter the Rugby Club Rooms



- There are 6 leaners, 23 tables and 60 chairs – not to be used in the Stadium as they cause damage to the wooden floor
- Sitting capacity at Rugby Club Rooms 100 persons

### **Stadium – Lights and Heaters**

- Lights are on the wall beside the lady's toilet doors
- Switch for infra-red heaters is in the meter room (large red switch labeled heaters), then turn on switches under the heaters in the Stadium
- 231 plastic chairs in storage at the rear of the Stadium
- 10 Trestle tables for use at the Stadium/Rugby Club inside only, seat 6 comfortably – key available at the Ranfurly Service Centre
- 15 x 1500mm round tables for use at the Stadium/Rugby Club inside only, seat 8 comfortably  
– key available at the Ranfurly Service Centre
- 4 older trestle tables that can be used away from the facility

## **Cleaning schedule for Stadium and Rugby Clubrooms**

### **Entrance way and up stairway**

Vacuum carpet and mop hard floor

☐

Check upstairs for rubbish etc., vacuum carpet and stairs

☐

### **Rugby rooms**

Wipe all tables/bar leaners/benches with spray and wipe or similar

☐

Brush all debris off chairs

Vacuum carpet and hard floors, (may need to scrub off stubborn bits i.e. Food etc.)

☐

Mop hard floors

☐

### **Bar**

Wipe benches and shelves underneath if necessary

☐

Remove/wash dirty glassware

☐

Remove all rubbish/empty bottles, replacing rubbish bag

☐

Clean sinks

☐

Sweep floor and then mop

☐

### **Kitchen**

Remove/wash dirty glassware/dishes

☐

Empty dishwasher

☐

Wipe benches and shelves underneath if necessary

☐

Clean ovens, microwave/ pie warmer and oven tops

☐

Remove all food from fridges

☐

Wipe out fridges - leave the fridge/freezer turned on

☐

Turn off glass double door fridge, open door slightly

☐

Clean sinks

☐

Remove all rubbish/empty bottles, replacing rubbish bag

☐

Sweep floor and then mop

☐

### **Toilets**

Spray/squirt toilets and urinals with toilet cleaner,

☐

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

☐

Remove all rubbish

☐

Sweep / vacuum floors

☐

Mop floors

☐

Ensure windows are shut and lights turned off

☐

Turn urinals off in men's toilets

☐

### **Changing rooms**

Wipe down hand basin, mirror and benches

☐

Spray/squirt toilets with toilet cleaner

☐

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

☐

Remove all rubbish and replace rubbish bags

☐

Sweep and mop floors

☐

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

☐

### **Stadium**

Sweep and mop hard floors

☐

Sweep stairs and gallery area

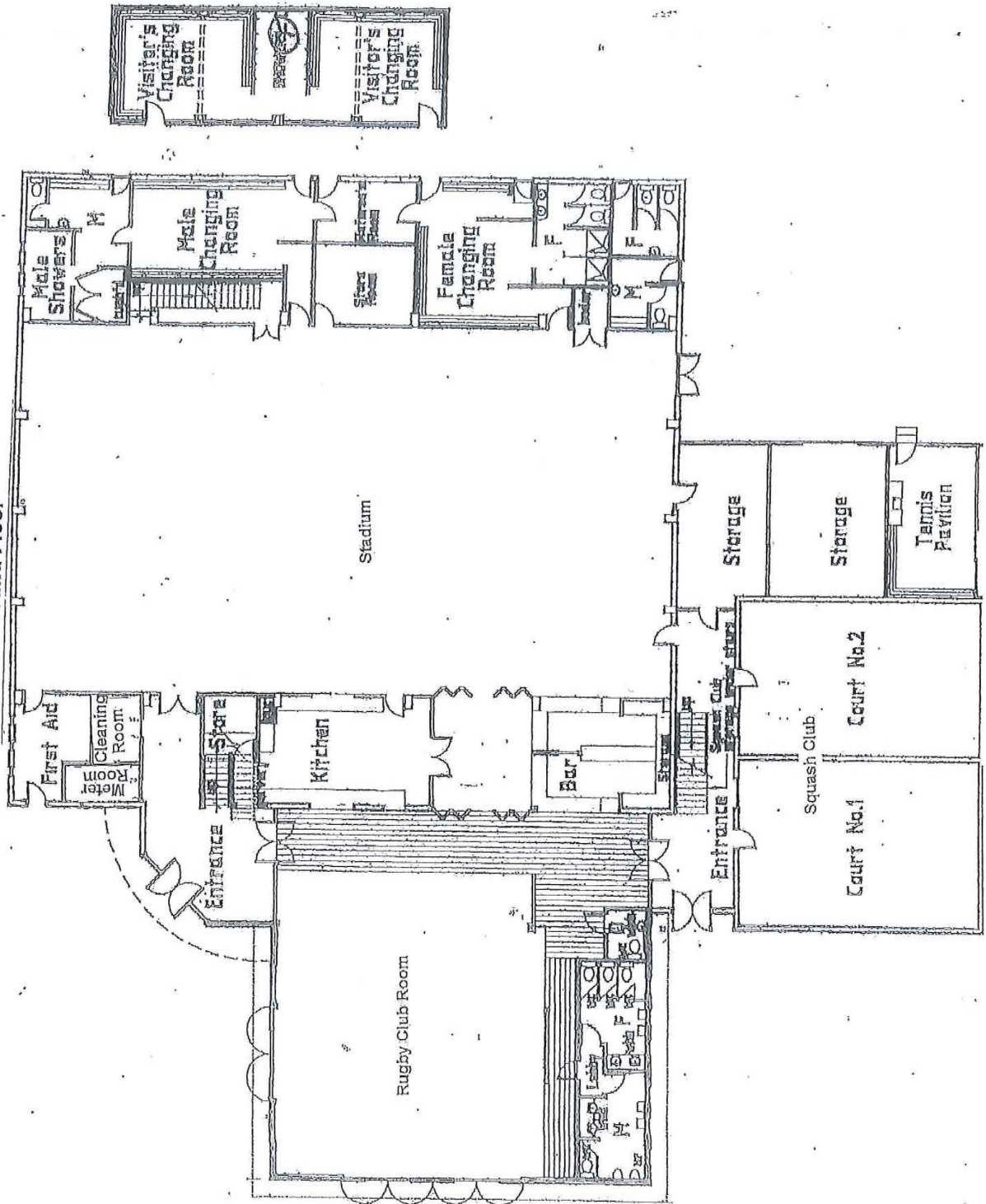
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Ensure all windows are closed, lights are off and internal and external doors are locked

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**Before you leave ensure all windows are shut, lights turned off,  
heaters off, urinal tap in men's clubroom toilets turned  
off, and doors are locked.**

Maniototo Park Stadium  
Ground Floor



Maniototo Park Stadium  
Top Floor

