**PUKEHINA COMMUNITY HALL**

**HALL HIRE CONDITIONS** 24 hours fixed cost-other hireage to be negotiated

NAME PHONE NUMBER

ADDRESS REQUIRED HIRE DATE

* Hall and Kitchen appliances to be left clean and tidy as when hired.
* Chairs to be stacked and tables put away.
* Hirer to provide own Toilet rolls, handwash/soaps and rubbish bags.
* Toilets and handbasins to be cleaned.
* All floors to be swept and cleaned where necessary.
* Kitchen, toilet back entrance floor to be mopped.
* Hot water cylinder and kitchen zip to be turned off.
* All rubbish/recycling to be removed from hall and outside parking area.
* No parking in front of Roller doors or Fire & Rescue Entrances. Cones provided.
* Hall Key to be returned to lockbox.

Once the hall inspection is completed and is satisfactory bond will be returned.

**RATES: $250.00 (24hr) BOND $300.00 TOTAL $550.00**

Note: Regular bookings, funerals and other types of hiring of the hall are negotiable.

**I AGREE TO THESE CONDITIONS:**

**SIGNED** **DATE**  **Receipt**

Copy of conditions and checklist to be read prior to hiring.

Copies of these will be located on the pantry wall in the kitchen area and on the website.

You will be notified with acknowledgement of your application. When processed you will then be notified and if the date required is available you will be given our bank account number to deposit the hireage fee and bond into.

**BOND REFUNDED:**

**DATE** **SIGNED**

**PUKEHINA COMMUNITY HALL**

**Conditions of Hall Hire**

1. **Hall Keys:**

Prior to collecting keys, all monies including the bond must be paid in full either to the booking agent or online. At the end of your function, keys to be returned to the lock box or agent who will inspect the hall. If there is no damage and the hall is left in a clean and tidy state your bond money will be returned.

1. **Hall Decorations:**

No nails, staples duck-tape or cello tape is to be used on the walls or floors. Masking tape and Bluetac are the only items acceptable for use to attach decorations.

1. **Subleasing is strictly prohibited**
2. **Liquor:**

The sale of Liquor is PROHIBITED at all times at the hall, unless you have a valid Liquor License issued by the Western Bay of Plenty District Council. All WBOPDC by-laws must be complied with at all times.

1. **Security:**

Hall Hirer must supply security guards of responsible adults for their function when LIQUOR is available.

1. **Noise control:**

Music to be turned down to a low level at **11.00pm** and all Music to **cease by midnight**.

Please consider the residents who are living close to the hall, for example loud talking outside and vehicles leaving premises.

1. **Hall Inspections:**

Any Police/Fire Officer, Liquor Licensing Inspector, WBOP Council Officer and any Executive or Committee member in charge of the Pukehina Community Hall are authorized to enter the hall undeterred at any time.

1. **Hall Cleaning:**

This must be done at the end of your function, or by prior arrangement with the booking agent. The hall must be left in a safe, clean and tidy condition after use. (refer to the checklist)

* **Kitchen:**

Dishwasher to be emptied, Cups and glasses are to be washed and returned to cupboards. Stove to be cleaned and switched off at the wall. Fridge and Microwave to be wiped out and unplugged from the wall. Fridge door to be left propped open. Oven top and benches to be wiped down. Hot water Zip to be turned off and unplugged from wall.

* **Toilets:**

Hirer to supply own toilet rolls. At the end of you function all toilets/handbasins to be cleaned, rubbish bins to be emptied and floors mopped.

* **Tables and chairs:**

Chairs to be stacked in a tidy manner and trestle tables to be stored back in cupboard.

* **Hall Grounds:**

No barbeques to be used on exposed aggregate concrete areas. All litter is to be cleaned up from the hall grounds at the end of your function.

* **Rubbish/Recycle**

All rubbish and recycling waste to be removed from the premises and grounds at the end of your function.

**On Existing Hall After Your Function**:

Check that all lights are turned off, windows are closed securely and all exterior doors are locked, including fire escape door upstairs. Keys to be returned to lockbox. Please do not leave anything behind.

**Damages:**

Any damage to the hall or its contents must be communicated to the Booking agent for compensation out to the bond money or arrangements made to be replaced or repairs.

If you are unsure of any of the above conditions please ask the booking agent who will be happy to assist you.

**PUKEHINA HALL CLEANING CHECKLIST:**

1. All food scraps and rubbish/recycling to be taken away from both inside and around the hall.
2. Kitchen appliances to be switched off at the wall and thoroughly cleaned. Fridge to be wiped out and door to be left propped open. Dishwasher to be emptied and crockery/glasses etc. to be stacked in cupboards. Microwaves and oven to be wiped out. Benches wiped down. Floor to be swept and mopped with Red handled mop and red bucket.
3. Toilets: Toilets and handbasins to be cleaned, product supplied. Floors swept and mopped with blue handled mops and blue bucket.
4. Blinds to be left open except on Mezzanine floor. all windows closed upon leaving and all exterior doors locked.
5. Hall – main area and mezzanine - chairs to be stacked and tables to be put away. Floors and stairway to be swept and washed where required. Use either rag mops or green mop.

**NOTE: Any damage, breakages to be reported to Pukehina Community Hall agent upon hall inspection. Compensation and /or replacement will be sought from the bond if needed. If the hall is not cleaned to an acceptable standard, a cleaner will be employed to clean and paid from the bond.**