

# OTAHUHU TOWN HALL COMMUNITY CENTRE

Site Address: 10 HIGH STREET, OTAHUHU EMAIL: [bookingothcc@gmail.com](mailto:bookingothcc@gmail.com)

## Function Details:

**Bond will be refunded under this person/group ONLY**

Booking Date:

.....

Function Contact Person

.....

Email address:

.....

**Bank Account Details for bond refund: note: must match hirer details**

.....

Mobile number:

Start Time:

Finish:

## Select room

Main Hall

Lower Conference

**Water \*Flat daily rate \$35.00 applies to all private functions**

Type of Function:

Number attending:

"No relationship of Landlord or Tenant arises between the Management Committee and the Hirer".

## Conditions of Hire

The hirer's contract must be signed by a person 18 years of age and over and returned to the Otahuhu Town Hall Community Centre

### ❖ Bonds

A bond is required and must be paid in **FULL** to secure a booking.

### ❖ Hire charges and payments

All payments must be made 7 days in advance of function. *If all charges are not paid by the due date the Management reserves the right to cancel the function and bond will be forfeited.*

### ❖ Bond charges and refunds

DEDUCTIONS FROM THE BOND WILL OCCUR IF:

There is any additional charge incurred by the Management Committee for the hire.

- Incorrectly stacking of chairs & tables \$50+GST penalty fee
- You enter into or remain within the venue outside the booked period charged at Private hourly rate
- Rubbish is left inside and/or outside the venue \$50+GST per bag
- Any other breach of these conditions has occurred, resulting in call out charges or other costs to Otahuhu Town Community Centre
- Caretaker callout fee is \$100+GST per call out (see access to venues)

- Venue, equipment or fittings are damaged

• **Extra cleaning is required FULL Bond will be deducted** Otherwise the bond will be paid in full to the bank account provided.. If charges incurred are greater than the bond amount, then the hirer **WILL** be required to pay the difference immediately. If payment is not made, court action will follow at the hirers' expense.

**Under no circumstances will the bond be refunded in cash.**

#### ❖ Cancellation

1. Otahuhu Town Hall Community Centre reserves the right to charge 35% of bond for all cancellations at all times
2. If cancellation is within ten (10) working days of the function date 50% of the bond will be deducted.
3. If the function is cancelled within five (5) working days of the function, then 100% bond will be deducted.

This includes bookings cancelled and rebooked for different days, time or venue. **COVID 19:** If restrictions prevent your function from proceeding, a refund or change of date may be considered at the discretion of the Management Committee.

#### Right of refusal to hire

Otahuhu Town Hall Community Centre may, at its discretion, refuse any application for hire and may cancel any booking without assigning a reason. In each case all monies paid will be returned in full.

#### ❖ Hours of use

Hirers may not enter Otahuhu Town Hall Community Centre until the time booked and all functions must end at the completion of the booked period. The booking period must include setting up, dismantling, and cleaning of the venue.

#### ❖ Access to venues

- The Caretaker will open and close for your function at the booked time he will wait for 15 minutes if you do not arrive. Caretaker will lock up the venue and you will be charged \$100+GST this fee applies per call-out

#### ❖ Noise

Noise from amplifiers and loudspeakers must be kept to a moderate level at all times and should not be more than 50 decibels. Failure to comply with this condition may cause customer complaints to Noise Control which may result in the early closure of your function or confiscation of equipment.

#### ❖ Supervision of children

Otahuhu Town Hall Community Centre is not designed for childcare purposes and there may be potential hazards present. Please ensure all children are supervised at all times, including in bathrooms and surrounding areas.

#### ❖ Cleaning and rubbish removal

- Hirers are responsible for cleaning the venue, this includes kitchen, foyer, outside and bathroom areas including floors, walls, windows, toilets.
- Hirers must bring own cleaning equipment
- Hirers must supply own dishwashing materials and tea towels
- Chairs and tables must be cleaned and returned to their original location

The cleaning of the venue is to be completed within the booked period  
**IMPORTANT: Full bond will be forfeited should you fail to clean the venue. Failure to remove rubbish bags will incur a fee of \$50+GST per bag.**

#### A re-stacking fee of chairs and tables fee \$50+GST

Hirers must remove all rubbish from the venue after their hire, including removal from car park and adjacent ground

#### Security

The hirer is responsible for securing the facility upon completion of the function. Please ensure:

- All lights, heaters, stoves and electrical appliances are turned off
- Windows and doors are closed and locked
- Alarm is set (if applicable)
- Check toilet taps switched off and all areas clean

#### ❖ Loss or damage

Otahuhu Town Hall Community Centre accepts no responsibility for loss or damage to any property of the hirer or any guest or invitee property which may be brought to the venue, whether within or outside the premises, and does not provide any insurance cover for such property, including property left secured in any storage facility which may be provided.

#### ❖ Fire safety

It is the responsibility of the Hirer to appoint a Fire Warden. Every hirer is required to be familiar with the procedure for evacuation of the facility in case of fire. The appointed Fire Warden must ensure that all means of egress (exits) are checked twice during the hire period – once on entering the facility, and once during the course of the function. In case of fire:

- Vacate premises IMMEDIATELY
- THEN CALL 111

#### **DO NOT RETURN INSIDE A BURNING BUILDING**

##### ❖ Breach of conditions

Any breach of these conditions may result in:

- Forfeit of the bond
- Closure of the function
- Refusal to accept future bookings
- Extra charges being incurred

##### ❖ Management Committee

The Management Committee reserves the right at any time for representatives of the Otahuhu Town Hall Community Centre to be present at these premises during a function by entering this Agreement, the Hirer warrants and confirms to abide by all rules and directives published and updated by the government from time to time at <https://covid19.govt.nz/>. The Hirer understands and accepts that Otahuhu Town Hall Community Centre may immediately terminate this Agreement if the Hirer breaches any of the government rules or directives.

In addition a checklist will be conducted upon arrival to ensure the hirer understands these requirements and must provide Photo ID on arrival, no other person will gain entry if not listed on this contract.

#### **DECLARATION**

I hereby certify that I have **READ**, understand and accept the terms and conditions relating to the hire of this facility.

.....

.....

Signature of Hirer

Date

#### **What is included in the hall hire**

- Main Hall: Included in hall hire is 22 short trestle & 8 long trestle Tables and 294 Chairs, air conditioning, free car-park (sign in using tablet at reception area), Kitchen facilities (2x ZIP, microwave, stove/oven). Chairs are stacked 14 high x 21 - use the chair trolley to move chairs, tables legs facing wall in 3 rows DO NOT DRAG on wooden or Vinyl floors
- Lower Conference: Included in hall hire is 8x Tables and 60 chairs, air conditioning, outdoor area fully fenced. free car-park, (sign in using tablet at reception area), Kitchenette (bar fridge, ZIP, microwave, stove/oven), Unisex restrooms. Chairs are to be stacked 10 high - tables legs facing wall - NOT DRAG on vinyl floors