



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



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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/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 (**Refer 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. 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 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

Naseby Town Hall

Bookings:

Ranfurly Service Centre, 15 Pery St Ranfurly
Phone 03 4449 170
Email address: 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 Property and Facilities Officer.

Permitted Numbers

The maximum number of people permitted in the Naseby Town Hall is 90.

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.

Naseby Town Hall Hirers

BUILDING FIRE WARDEN'S DUTIES.

As laid out in the formal agreement between the Central Otago District Council and any hirer of Naseby Town Hall, the hirer is responsible for making themselves aware of the Fire Safety and Evacuation Procedures for the Naseby 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 is 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 on the footpath, but clear of the entrance of 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

Information Sheet

Naseby Town Hall

Cleaning equipment supplied

Users are required to supply cleaning products

1 Mopomatic
Buckets
2 Contractor rag mops
1 Wide dust broom
1 Brush and pan set
1 House Broom
Toilet paper
Paper handtowels
Soap

Kitchen Equipment

1 Large teapot
2 Ranges (non commercial)
Oven trays (6)
1 Zip
1 Fridge
1 large electric Urn

Hall Equipment

9 Trestle Tables
40 Bench Seats (each seats 4)
30 chairs
20 wooden round tables
5 plastic round tables (1500mm)
Mobile wooden Bar Unit

- Main switch for lights and heaters is in the ticket room inside the entrance way
- Instructions to turn water on and off are on the wall in the kitchen
- Assorted cups, saucers, plates and cutlery are in the meeting room – numbers vary as the community remove and donate from time to time

Section 5

Cleaning schedule for Naseby Hall

Entrance Foyer

Sweep and mop

Kitchen

Wash any crockery/utensils used from Meeting Room cupboard

Clean sink and bench

Clean oven and oven top

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

Sweep floor and mop

Toilets

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

Wipe hand basins

Mop floors

Ensure windows are shut and lights turned off

Turn tap off to the urinal in the men's toilets

Hall

Sweep and mop wooden floor

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

Recycle Bins

Make sure the red, blue & yellow lidded bins are left outside by kitchen door when full

Excess rubbish must be removed by the user

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

Section 6 Naseby Town Hall Floor Plan

Naseby Town Hall
30 Leven Street
Naseby

