

# Community Facility Hire Application Form

This form provides us with your contact details and details about your request to hire a building (Facility) from the Waitomo District Council. **It is important that you answer all questions fully.**

You will need to book all venues at least **five working days** in advance.

## Hirer Details

Full Name	
Company, Organisation or Group Name	
Postal Address	
Email Address	
Phone Number	

## Details of person responsible for care of the Facility during occupation (if different from above)

Responsible Person Name *	
Phone Number	

\*The Responsible Person is also the person with the overall responsibility to ensure compliance with the Waitomo District Council Covid-19 Rules for the use and hireage of Waitomo District Council Operated Community Facilities.

## Term of Hire

<b>Short Term Hire (Casual One-Off Hire or up to 5 days)</b>	
Date of Hire	
Start Time	
Finish Time	
Hours of Hire Required	

<b>Long Term Hire (Longer than 5 days)</b>			
Reoccurring or on-going hireage:	Daily <input type="checkbox"/>	Weekly <input type="checkbox"/>	Fortnightly <input type="checkbox"/>
	Monthly <input type="checkbox"/>	Bi-Monthly <input type="checkbox"/>	Annually <input type="checkbox"/>
Start Date			
End Date			
Hours per day required			

(Note: For hireage longer than 5 days a Licence to Occupy agreement will be sent to you on return for signing)

## Building /Facility Required

Select the Building/Facility you wish to hire (please tick)

Les Munro Centre areas – Foyer  Supper Room  Total Complex

Piopio War Memorial Hall

Railway Building 1

Railway Building 3

Centennial Park

Te Kuiti Domain

Brook Park

**Hire/Function Details**

<b>Reason for Hire/Function Type</b> (i.e AGM, Birthday, Sales Event, Meeting)	
<b>Activity planned in building / facility</b>	
<b>Public, private or commercial function</b>	
<b>Approximate number or people attending</b>	
<b>Will there be live music at the event?</b>	
<b>Will you be applying for a liquor licence?</b>	
<b>Will your guests be consuming alcohol?</b>	
<b>Other relevant information</b> (i.e Optional Dates, Hireage of sound system, cutlery/crockery (extra fee applies) )	

**Please confirm****(Tick)**

I/we agree the building/facility is to be left in the same condition as it was hired to me/us.	<input type="checkbox"/>
I/we agree that should any damage or loss of items occur, the cost of repair or replacement will be at the cost of the Hirer.	<input type="checkbox"/>
I/we agree to comply with the Waitomo District Council Covid -19 Rules for the use and hireage of a Waitomo District Council Operated Community Facility (attached).	<input type="checkbox"/>

**Les Munro Centre only**

I have read the Fire and Evacuation procedures provided with this Hire Application Form for the Les Munro Centre.

**Declaration**

I/we \_\_\_\_\_ have read and understand the conditions of the Application Form and Conditions of Hire and will comply with all conditions, including any Waitomo District Council Covid-19 Use and Hireage Rules. A bond may be required to be paid and will be returned following the event/function if the facility is left in its original condition.

Signature (Hirer): .....

Date: .....

Signature of Responsible Person: .....

Date: .....

*(If different from the above)***Office Use****Schedule of Charges**

<b>Deposit</b>	\$	<b>Booking Approved by:</b>	<b>Manager – Customer Service</b> (short term)	<input type="checkbox"/>
<b>Hire Fee</b>	\$		<b>Manager – Property</b> (long term)	<input type="checkbox"/>
<b>Bond</b>	\$			
<b>Total Payable</b>	\$			
<b>Booking Processed by:</b>			<b>Signature of Manager:</b> .....	

Pre-Inspection Completed By

Key Collected By

Post-Inspection Completed by

### General Conditions of Hire for All Council Facilities

1. No booking will be confirmed until the 10% deposit and return of this signed Application has been received by the Waitomo District Council (WDC).
2. No use of the premises or any part thereof, provisional or otherwise, can occur until the bond and any incidental charges have been paid or arranged for, to the satisfaction of the WDC Customer Services Team.
3. The Hirer must only use the facility for the times and purpose approved by WDC.
4. A bond may be payable in advance, in addition to the Hire Fee. The bond will be refunded when the facility is left in a clean and tidy condition free of damage, and all conditions have been met. (Note: the bond is NOT a deposit on the Hire Fee).
5. Failure to observe any conditions of hire may result in a deduction of the bond. In particular deductions will be made for:
  - (a) Excessive use outside of approved outdoors;
  - (b) Damage from the Hirer's negligence;
  - (c) Non-compliance with hire conditions or parts thereof;
  - (d) Additional cleaning/tidying up by WDC;
  - (e) Sub-letting without approval;
  - (f) Key:
    - (i) Loss
    - (ii) Cutting (unauthorised)
    - (iii) Lending (unauthorised)
6. Sub-letting of the facility or any part thereof, is absolutely prohibited without the prior written approval of WDC.
7. The Hirer must appoint a person who will be responsible for making sure that all occupants in the facility are accounted for in the event of an evacuation.
8. The Hirer must report any damage to the facility, including damage to pipes, electrical fittings, water lines etc. The Hirer will be responsible for any loss or damage to the property, building, furniture or equipment caused by the Hirer.
9. No bills, placards or advertising matter of any description will be permitted on any part of the premises or approaches thereto, except as permitted by WDC.
10. The Hirer must not carry out any structural or physical alternations to the facility. No tacks, nails, screws or staples shall be driven in any part of the premises. Confetti is not to be used in or around the facility. Blue-tack is permitted to adhere material to walls.
11. No smoke machines are permitted to be used in the facilities.
12. All means of access and egress must be kept clear at all times and there shall be no parking in the area outside the front doors or exit doors of the facility.
13. During the use/hireage of the facility, all lights in the facility and toilets are to be left on at all times, unless alternative arrangements are approved by WDC. The Hirer is responsible for ensuring that the lights, fans and heaters are switched off after use.
14. The Hirer must before vacating the facility ensure:
  - a. all exit doors and windows are closed and locked; and
  - b. no persons remain in the facility or on the premises and that all lights, heaters and fans are turned off.
15. The cutting of additional keys or lending of keys is prohibited.
16. The Hirer shall in every way comply with the provisions of the Waitomo District Council's Bylaws and the Sale and Supply of Alcohol Act 2012.

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17. Hirers are required to clean the facility and grounds by 8.00am on the day immediately following the hireage, unless other arrangements have been made to the satisfaction of WDC. Any cleaning undertaken by the WDC cleaner, because of unsatisfactory cleaning by the Hirer, will be a charge to the Hirer or deducted from the bond.
18. In the event of cancellation; if the booking is cancelled within 15 to 90 days of the event, the 10% deposit will be retained. If the booking is cancelled within 14 days of the event, a fee equivalent to 50% of the Hire Fee will be payable.
19. The NZ police, Fire Service, Ambulance and WDC's security services have a right of entry at all times. Obey their directions.
20. WDC will not be responsible for any claim/loss arising out of the use or hireage of the facility by the Hirer, including through accident, or failure of the lighting or power.
21. WDC reserves the right to refuse any application or cancel or transfer any letting of facilities as it may deem fit.
22. In the event of any dispute or difference arising from an interpretation of this agreement or as to any matter or thing therein contained, or as to the meaning of these terms and conditions, the decisions of WDC shall be final and conclusive.

**Additional Conditions for Hire of the Les Munro Centre (Centre)**

1. The loads on the floor of the Centre are not to exceed 350kg per square metre, and equipment and plant or other materials are not to be moved over the floors unless moved on an approved rubber tyred trolley or transport.
2. The Hirer must not infringe or breach any copyright, performance rights or permit or allow any copyright to be infringed by any person for whom the Hirer is responsible. The Hirer will obtain and comply with the terms of any licence required from any holder or owner of copyright or performance right which is required for the use/hireage of the facility. The Hirer will indemnify WDC if WDC suffers any loss as a result of the Hirer or any person for whom the Hirer is responsible breaching the obligations stated in this clause.
3. No Hirer shall alter, remove or interfere with any lighting, sound or heating equipment, or stage property without consent of WDC.
4. WDC will provide a security guard at the Centre for all 21<sup>st</sup> birthdays and music concerts, which will be an additional cost to the Hirer.
5. No tables, chairs or furniture is to be located within 1.5 metres of the air conditioning inlets.
6. High level wires within the Centre are installed for attaching banners, posters and flags only.