

# Facility Hire Application Form

## Mavis Vinsen Pavilion

### APPLICANT TO COMPLETE

Please note that those fields highlighted with an \* are required fields and must be filled out.  
You must sign Page 4 of this form.

<b>*Name of hirer:</b>		<b>*Daytime phone:</b>	
<b>*Contact person:</b>		<b>*After hours phone:</b>	
<b>*Email:</b>		<b>*Recurring event:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>*Postal address:</b>		<b>Recurrence:</b> (monthly, yearly, etc)	
		<b>*Type of event:</b> (incl description of activities)	
		<b>*No. of attendees:</b>	
<b>*Date of Hire:</b>	<b>*Hire Begins (am/pm):</b>	<b>*Hire Ends (am/pm):</b>	
Is alcohol to be consumed at your event?			Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>*Are you selling alcohol:</b> <small>(Note: A Special Licence is required)</small>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>*Is alcohol included in ticket price:</b> <small>(Note: A Special Licence is required)</small>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If your Special Liquor Licence application is not successful will you still hire the facility?			Yes <input type="checkbox"/> No <input type="checkbox"/>

### FEEES

Each room listed below will be charged out separately. Charges are per hour (2 hour minimum charge for one-off bookings). If the key is not collected, an unlock fee of \$40 applies. A bond of \$150 applies to each booking. All fees must be paid in advance.

*FACILITIES REQUIRED	*No of hours:	COUNCIL OFFICER TO COMPLETE	
		Group A	Group B
<input type="checkbox"/> Entire Venue (Day Use)		<input type="checkbox"/> n/a	<input type="checkbox"/> \$120.00
<input type="checkbox"/> Entire Venue (Per Hour)		<input type="checkbox"/> n/a	<input type="checkbox"/> \$20.00/hr
<input type="checkbox"/> Other		<input type="checkbox"/>	<input type="checkbox"/>
<b>TOTAL HIRE FEE:</b>		<b>\$</b>	<b>\$</b>

### INVOICING DETAILS - BOND REFUNDS BY DIRECT CREDIT:

To enable your bond to be refunded you must supply bank verification at time of booking.

<b>*Name to be invoiced:</b>	
<b>*Postal address:</b>	
<b>Bank verification supplied:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>

# Facility Hire Application Form

## Mavis Vinsen Pavilion – Conditions of Hire

The following Conditions of Hire apply to all bookings at Mavis Vinsen Pavilion. Please read thoroughly as understanding and agreement of these conditions constitute part of the booking acceptance. If the booking is on behalf of an organisation or group of people please ensure that everyone involved with the event is aware of this information. Please note that all Council facilities are smoke free.

### **BOOKINGS**

Applications will be treated in order of receipt. The Council reserves the right to decline application for any booking. No booking shall be confirmed until the Hirer receives written notification from Council that the booking is approved and payment of all fees and bond are received.  
If the booking is cancelled with less than one week notice, one half of the rental fees paid will be forfeited. Unless otherwise agreed with Council full payment is required ten working days prior to the hire.  
The hall must be vacated at the correct time and the building secured.  
The Hirer is to include in their booking time any set-up and pack-up time. Should the event continue after the finish time, additional hire fees would apply at the prorated rate.  
Permanent bookings shall be subject to arrangement with Council.  
Subletting of the hall in whole or part is prohibited.

### **BONDS AND FEES**

Fees are payable in advance to the Horowhenua District Council.  
A bond will be payable for all facility bookings.  
Any booking made will be charged in accordance with the Horowhenua District Council's Community Halls and Centres fees and charges for the relevant Financial Year.  
Council reserves the right to review any fees and charges at any time.  
Full refund of bond shall only be made if all obligations are met.  
The cost of any additional cleaning and/or repairs to the facility or its contents identified during the post hire inspection will be deducted from your bond.  
Any costs that exceed the bond will be invoiced to the Hirer.

### **DAMAGE AND LOSS**

The Hirer will be held solely responsible in respect to any claims arising, or loss, accident, injury or damage to persons sustained in connection with this function.  
Any loss or damage to Council property, furniture, fittings, fixtures, appliances and apparatus in or about the said premises will be charged to you.  
No responsibility will be accepted for any damage to or loss of any property you bring to or store on the premises.  
Nothing is to be driven into or attached in any way to ceilings, walls, floors, furniture or furnishings without prior permission. No writing, painting or disfigurement is to be applied to any surface inside or outside the facility.

### **GENERAL CONDITIONS**

No fabric is to be suspended from any surface without prior written approval from Council.  
No candles or other lighting sources with a naked flame are permitted within the building.  
No form of confetti is to be used in or around the building.  
The facility must be left in the same condition as when it was hired.  
All property must be returned to its designated area within the facility on completion of hire.

### **HEALTH AND SAFETY**

The Hirer is responsible for the provision of first aid facilities during the hire period.  
The Hirer needs to be able to provide first aid assistance to anyone injured during the term of the hire and this will be the responsibility of the Hirer.  
The Hirer is responsible for maintaining good order and behaviour in all parts of the premises and grounds in use and will not cause, suffer or permit disorderly conduct or nuisance to arise.  
The Hirer will comply with all laws, regulations, bylaws and rules applicable to the operation of the event and the use of the venue, including taking all practicable steps to ensure that the provisions of the Safety at Work Act 2015 are met at all times.  
The Hirer will be responsible for the behaviour of event participants and for ensuring that activities and persons present adhere to the rules of the facility.  
The Hirer will be responsible for ensuring that the facility is kept secure at all times.  
Smoking is not permitted on the premises.

### **PERMITS AND CONSENTS**

You shall obtain and comply with the provisions and necessary approvals, consents and licences from any person, including the Council, to run the event. The Hirer will meet the costs of these. This includes music, sound systems and special liquor licences if applicable.

# Facility Hire Application Form

## Mavis Vinsen Pavilion – Conditions of Hire

Where sale of food is undertaken, the Food and Hygiene Regulations must be complied with.

### **SECURITY**

You must ensure that all heating and lighting is turned off before you leave. An additional charge may be made if any heating or lighting is left on.

It is the Hirer's responsibility to secure all parts of the building after use.

### **CLEANING AND RUBBISH**

Please ensure that ALL RUBBISH is removed from the facility and the outside surrounding area.

The total area hired must be left clean and tidy at the end of hire. Floors must be mopped.

You must remove all personal equipment and belongings immediately after your hire, unless prior approval has been granted in writing by Council.

### **CANCELLATIONS**

The Council reserves the right to cancel any bookings if the facility is required for any purposes of urgent maintenance, national or civic nature. In that event, all fees will be refunded in full and the event will be rescheduled.

### **GROUPINGS**

Two fee groups exist. These are:

- Group A - Profit-making organisations, businesses, family functions, commercial functions, government agencies or charged events
- Group B - Community rate  
Organisations and groups applying for Group B must be an incorporated society, charitable trust, community, voluntary or not-for-profit. If requested by HDC the organisation/group must be able to provide appropriate documentation e.g. a list of committee members. Organisations and groups requesting Group B fees must have a direct link to Horowhenua and the said activity must align with Horowhenua District Council's four Community Wellbeing Goals:
  - A Proud Community - where everyone feels valued and respected.
  - A Connected Community - where everyone can access the facilities, services and activities they need to experience positive wellbeing.
  - A Safer Community - dedicated to injury prevention and safety promotion.
  - A Healthy Community - where everyone is ready to learn, with positive values and attitudes.

Where in the view of Horowhenua District Council the public benefit of the activity is seen to clearly outweigh the private benefit, then Group B charges will apply.

**The Council reserves the right to terminate any hire agreement immediately on non-compliance with these conditions.**

**The Hirer may also be prohibited from further use of facility.**

# Facility Hire Application Form

## Shannon Memorial Hall

### CONDITIONS OF USE

The relevant Conditions of Hire and Emergency/Evacuation Procedures have been read, understood and are hereby accepted.

\*Signed by hirer:

\*Date:

\*Name:

**Please Note:**

Council reserves the right to decline this application.

You will receive written confirmation that your booking has been accepted.

Your booking will not proceed unless payment in full (including hire fee and bond) has been made prior to your booking.

### OFFICE USE ONLY

#### COUNCIL TO COMPLETE

NAR #

Debtor #

CM9 #

#### FEES

Bond \$ \$150.00

Unlock Fee \$ \$40.00

Hire Fee (from Page 1) \$

Other \$

**Total Fee Owing \$**

Notes:

#### PAYMENT

**GL Code:** W8656.1000.124

Receipt #

Receipt #

Receipt #