

# Facility Hire Application Form

## Shannon Memorial Hall

### APPLICANT TO COMPLETE

**Please note** that those fields highlighted with an \* are required fields and must be filled out.

You must sign Page 6 of this form.

Submit all pages to [recordsprocessing@horowhenua.govt.nz](mailto:recordsprocessing@horowhenua.govt.nz)

<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>	
<b>*Is alcohol to be consumed at your event?</b>			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"/>

### FEES

Each room will be charged out separately unless a 24 Hour Use block charge applies. Charges are per hour (2 hour minimum charge for one-off bookings). If the key is not collected before hire, an unlock fee of \$43 may apply (per open). A bond of \$161 applies to each booking. **All fees must be paid in advance of hire.**

*FACILITIES REQUIRED	*No of hours:	COUNCIL OFFICER TO COMPLETE	
		Group A	Group B
<input type="checkbox"/> Entire Venue 24 Hour Charge		<input type="checkbox"/> \$434.50	<input type="checkbox"/> \$337.50
<input type="checkbox"/> Entire Venue (All Facilities)		<input type="checkbox"/> \$71.00/hr	<input type="checkbox"/> \$48.50/hr
<input type="checkbox"/> Main Hall		<input type="checkbox"/> \$25.00/hr	<input type="checkbox"/> \$17.50/hr
<input type="checkbox"/> Supper Room		<input type="checkbox"/> \$20.50/hr	<input type="checkbox"/> \$16.50/hr
<input type="checkbox"/> Kitchen		<input type="checkbox"/> \$23.00/hr	<input type="checkbox"/> \$16.50/hr
<input type="checkbox"/> Other or Unlock Fee		<input type="checkbox"/>	<input type="checkbox"/>
<b>TOTAL HIRE FEE:</b>		\$	\$

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

To enable your bond to be refunded you must supply bank verification at time of booking. The evidence needs to show the name the account is in and the bank account number. Please supply a statement header or a bank deposit slip for bank verification. **(Please note bond refunds may take up to 30 days to process.)**

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

# Facility Hire Application Form

## Shannon Memorial Hall

The following Conditions of Hire apply to all bookings at Shannon Memorial Hall. 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. **Bookings for 18<sup>th</sup> and 21<sup>st</sup> birthday parties will not be approved. Should the booking event description be mislaid, hall bond may be forfeited.**

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

Floor powder may be used on the dance floor in the Main Hall. It must be wet mopped after the event by the Hirer.

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.

The Hirer is responsible for ensuring the maximum occupancy of 250 persons is not exceeded for the entire building.

### **HEALTH AND SAFETY**

Fire/emergency exit doors must be kept clear from obstruction at all times.

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.

The Hirer will read and understand the fire and emergency evacuation procedures as posted inside the facility.

# Facility Hire Application Form

## Shannon Memorial Hall

Smoking is not permitted on the premises.  
A Fire Warden must be nominated to act in the event of fire. For a larger group there must be one warden to every 100 people.

### **EMERGENCY / EVACUATION PROCEDURES**

#### **HIRER RESPONSIBILITIES**

The Hirer is responsible for the fire safety and evacuation management of the building during the hire period. It is important to note that Shannon Memorial Hall does not have an automatic fire alarm. In the case of a fire or other emergency, a fire alarm call point must be manually activated to sound the alarm and 111 must be called. The Hirer and all visitors need to read and be familiar with the evacuation procedures and be able to respond to an emergency and evacuate the building safely. Immediate evacuation of all areas of the building is essential upon discovery of a fire or upon the continuous sounding of the fire alarms.

The Hirer, after acquiring familiarity with the requirements of the Evacuation Scheme, will;

- Appoint a Building Warden (normally the person in charge of the group i.e. Duty Manager) to manage the evacuation, ensure the building is evacuated, and meet the Fire Service when they arrive,
- If required by the Evacuation Scheme, appoint further Wardens and Deputies (i.e. Deputy Duty Manager) to assist people with the evacuation and to confirm areas of the building are evacuated.

Fire/emergency exit doors must be kept clear from obstruction at all times.

#### **FIRE WARDEN TRAINING**

The Wardens shall be trained to:

Undertake their daily duties.

Identify signs of fire (by fire alarm activation, smoke seen or smelt, flames seen).

Undertake their duties in the event of a fire being detected.

Locate:

- Escape routes to assembly points outside the building.
- Places of safety where persons with disabilities may wait for assistance.

Locate and use;

- Fire alarm manual call points.
- Phones that are used to call 111.
- Hand held firefighting equipment.
- Power main switches and gas mains cut-off valves.

#### **FIRE WARDEN DUTIES**

Daily duties of the Wardens shall ensure, whenever the building is occupied:

- 'Fire Exit' signs are provided in correct locations and are not obstructed,
- Escape routes are clear of obstructions and are not used as places of storage, and
- All exit doors are unlocked and are clear so that occupants can safely leave the building at any time.

In the event of signs of fire being detected, the Building Warden shall:

- Ensure the NZ Fire Service have been called by using a phone to dial 111,
- Don warden identification attire,
- Switch off gas and power mains supply if not already cut off, and only if safe to do so,
- Inspect every space and determine if people are still in the building,
- Report to the Fire Service attending point,
- If people are believed to still be in the building, appoint a deputy or floor warden to locate occupants still unaccounted for and assist with their escape, only if it is safe to do so, and only if the all clear is given by the Fire Service.
- Appoint a suitable person to assist persons with disabilities,
- Advise the Fire Service, on their arrival, of the evacuation status, including the location of any persons with disabilities, and any persons suspected of still being inside the building.

Identification of Wardens:

- Wardens shall be identified by a Fire Warden vest with the warden position clearly visible on the Fire Warden vest/helmet.
- The Fire Warden vests are located in the Fire Warden cabinet in the Main Hall as is the Evacuation Scheme.

### **LOCATIONS OF FIRE HOSES/FIRE EXTINGUISHERS/ALARM SWITCHES**

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Please see the Means of Escape Plan located throughout the building, for location of this plan and make sure you and the members of your group are familiar with the fire exits.

Please note that in the event of a fire, the first priority is the safety and evacuation of the occupants from the building.

### **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.

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 and carpets vacuumed if necessary. Cleaning equipment is provided in the cleaning cupboard opposite the kitchen.

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**

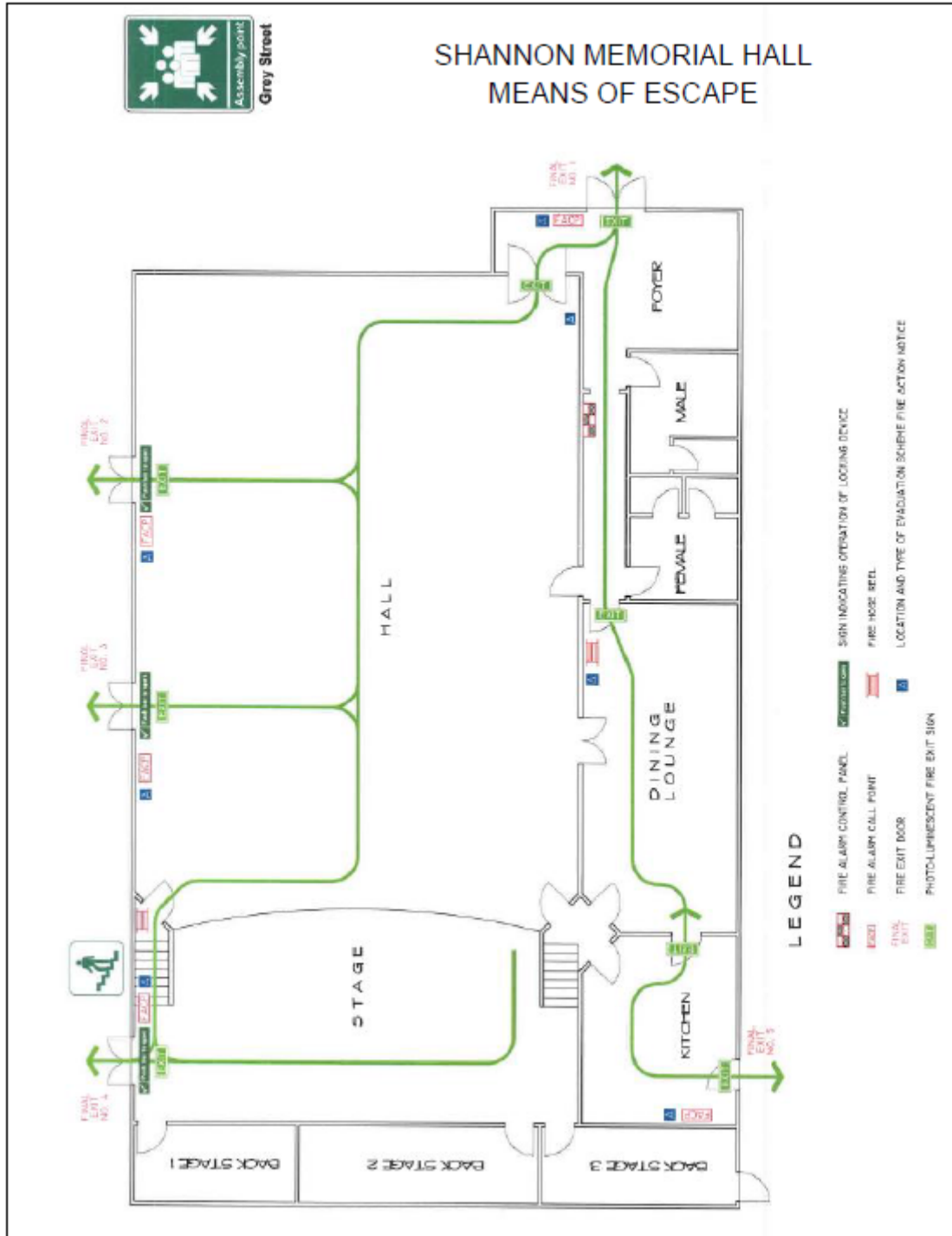
Two fee groups exist. These are:

- 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.

It is to be noted that by signing this application you are agreeing to manage your booking in line with the Covid-19 Protection Framework. Full information can be found on the Covid-19 website <https://covid19.govt.nz/traffic-lights/>

**\*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 #	
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#### FEEs

Bond \$	\$161.00	Notes:
(Optional) Unlock Fee \$		
Hire Fee (from Page 1) \$		
Other \$		
<b>Total Fee Owning \$</b>		

#### PAYMENT

**GL Code:** W8010.1000.121

Receipt #		Receipt #		Receipt #	
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