

**APPLICANT TO COMPLETE**

**Please note** that those fields highlighted with an \* are required fields and must be filled out.  
 You must sign Page 8 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>*Contact email:</b>  |                                   | <b>*Recurring event:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>                           |
| <b>*Accounts email:</b> |                                   |   |
| <b>*Postal address:</b> |                                   | <b>Recurrence:</b><br>(monthly, yearly, etc)  |
|                         |                                   | <b>*Type of event:</b><br><i>(incl description of activities, bouncy castles etc)</i>                       |
|                         |                                   | <b>*No. of attendees:</b><br><i>(100 people or more will require an Events Notification Form completed)</i> |
| <b>*Dates of Hire:</b>  | <b>*Hire Time Begins (am/pm):</b> | <b>*Hire Finish Time (am/pm):</b>   |

**Is alcohol to be consumed at your event?** Yes  No   
**Note** - If selling alcohol, a Special Licence is required. Approval is conditional upon also receiving Proof of your Special Licence.

# Facility Hire Application Form

## Horowhenua District Council - Civic Area

|  |  |
|--|--|
| <p><b>*Are you selling alcohol:</b><br/>(Note: A Special Licence is required) Yes <input type="checkbox"/> No <input type="checkbox"/></p> | <p><b>*Is alcohol included in ticket price:</b><br/>(Note: A Special Licence is required) Yes <input type="checkbox"/> No <input type="checkbox"/></p> |
|--|--|

If your Special Liquor Licence application is not successful will you still hire the facility? Yes  No

### FEES

- Each room will be charged out separately.
- The foyer cannot be booked for private use unless the entire facility is booked for use (exceptional circumstances may be considered). The foyer is only available for booking after working hours.
- Additional fees will be applied to all bookings held outside of normal opening hours.
- Catering can be arranged on behalf if required.
- Charges are per hour 2-hour minimum charge for one-off bookings).
- A bond of \$832.00 (Group A) or \$554.50 (Group B) is applicable for all bookings to be held outside Council's normal business hours and on public holidays.
- All fees must be paid in advance of hire to ensure access.**

| *FACILITIES REQUIRED     |   | *No of hours: | COUNCIL OFFICER TO COMPLETE |            |                          |            |
|--------------------------|---|---------------|-----------------------------|------------|--------------------------|------------|
|                          |   |               | Group A                     |            | Group B                  |            |
| <input type="checkbox"/> | Entire Venue (24 Hour Use Block Charge) | N/A           | <input type="checkbox"/>    | \$3,104.00 | <input type="checkbox"/> | \$1,884.50 |
| <input type="checkbox"/> | Entire Venue (Half Day)                 | N/A           | <input type="checkbox"/>    | \$1,330.00 | <input type="checkbox"/> | \$798.00   |
| <input type="checkbox"/> | Council Chambers                        |               | <input type="checkbox"/>    | \$80.00/hr | <input type="checkbox"/> | \$42.50/hr |
| <input type="checkbox"/> | Council Chambers (Full Day)             | N/A           | <input type="checkbox"/>    | \$399.50   | <input type="checkbox"/> | \$244.00   |
| <input type="checkbox"/> | Horowhenua Room                         |               | <input type="checkbox"/>    | \$44.50/hr | <input type="checkbox"/> | \$29.00/hr |
| <input type="checkbox"/> | Horowhenua Room (Full Day)              | N/A           | <input type="checkbox"/>    | \$221.50   | <input type="checkbox"/> | \$133.00   |
| <input type="checkbox"/> | Ante Room                               |               | <input type="checkbox"/>    | \$44.50/hr | <input type="checkbox"/> | \$29.00/hr |
| <input type="checkbox"/> | Ante Room (Full Day)                    | N/A           | <input type="checkbox"/>    | \$221.50   | <input type="checkbox"/> | \$133.00   |

# Facility Hire Application Form

## Horowhenua District Council - Civic Area

|                          |  |                          |               |                          |                |
|--------------------------|--|--------------------------|---------------|--------------------------|----------------|
| <input type="checkbox"/> | Foyer (Only Available After Working Hours) | <input type="checkbox"/> | \$44.50/hr    | <input type="checkbox"/> | \$29.00/hr     |
| <input type="checkbox"/> | Kitchen                                    | <input type="checkbox"/> | \$50.50/hr    | <input type="checkbox"/> | \$44.50/hr     |
| <input type="checkbox"/> | Staff Charge (Set Up and Pack Down)        | <input type="checkbox"/> | \$50.50/hr    | <input type="checkbox"/> | \$44.50/hr     |
| <input type="checkbox"/> | Tea and Coffee (Per Head)                  | <input type="checkbox"/> | \$3.80/head   | <input type="checkbox"/> | \$3.80/head    |
| <input type="checkbox"/> | Data Projector/Speakers (AV Set Up)        | <input type="checkbox"/> | \$138.70      | <input type="checkbox"/> | \$55.50        |
| <input type="checkbox"/> | Catering                                   | <input type="checkbox"/> | \$39.50+ Cost | <input type="checkbox"/> | \$34.00 + Cost |
| <input type="checkbox"/> | Other                                      | <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 proof of your bank account with your application. The proof of bank account needs to show:

- Name the account is in and the bank account number.
- Please supply either a statement header, bank deposit slip or photo of bank account for bank verification. **(Please note bond refunds may take up to 30 days to process.)**

If you would prefer the option of transferring your bond to another Council Account you may have (ie. Rates) please indicate below.

**Bond to be transferred to another Council account of the Hirer:** *(see above)*

Yes  No

**\*Name to be invoiced:**

**\*Postal address:**

**Bank verification supplied:** *(see above)*

Yes  No

The following Conditions of Hire apply to all bookings at Horowhenua District Council – Civic Area. Please read this thoroughly as understanding and agreement of these conditions constitutes 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.

**Note** - All Council Facilities are Smoke Free.

### BOOKINGS

- Applications will be treated in order of receipt.
- The Council reserves the right to decline an application.
- Bookings for 18<sup>th</sup> and 21<sup>st</sup> birthday parties will not be approved. Should the booking event description be mislabeled, hall bond may be forfeited.
- Bookings with a temporary inflatable structure (bouncy castle etc), will be pending further information, if Council approves the provider.
- No booking is confirmed until the Hirer receives written notification from Council that the booking is approved and payment of all the fees and bond has been received.
- If the booking is cancelled with less than one week's 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, then additional hire fees will apply at a prorated rate.
- Permanent bookings shall be subject to arrangement with Council.
- Annual bookings cannot assume recurrence. A new application form needs to be submitted after 1st July each year to secure the booking.
- 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.
- If the Hirer would prefer their bond balance following the hire to be transferred to an existing Council account rather than refunded directly, they need to complete the additional [Request for Refund or Transfer Form](#), Council will supply if your preference indicated.

### DAMAGE AND LOSS

- The Hirer is 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.
- 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.
- 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.
- 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

- 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.
- If the booking is cancelled with less than one weeks' notice, one half of the rental fees paid will be forfeited. This includes Public Holidays

Late cancellations impact Horowhenua District Council Civic Area's availability for others to book.

**GROUPINGS**

Two fee groups exist and these are:

**Group A**

Profit-making organisations, businesses, family and club functions, commercial functions, government agencies or charged events, sports club / event fundraising.

**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.

**Note** - The Council reserves the right to terminate any hire agreement immediately on non-compliance with these conditions. And the Hirer may also be prohibited from further use of facility.

**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:**



# Facility Hire Application Form

## Horowhenua District Council - Civic Area

**Please Note:**

- Council reserves the right to decline this application.
- Your booking will not proceed unless payment in full (including hire fee and bond) has been made prior to your booking.
- If selling alcohol, a Special Licence is required. Approval is conditional upon also receiving Proof of your Special Licence.
- Your booking application will only be assessed if all pages of this form have been completed and supplied including the required evidence.
- You will receive written confirmation that your booking has been accepted.
- Council cannot guarantee availability if the Hirer needs to change the date(s) of Hire.
- Annual bookings cannot assume recurrence. A new application form needs to be submitted after 1st July each year to secure the booking.

**OFFICE USE ONLY**

| COUNCIL TO COMPLETE            |  |           |  |           |  |
|--------------------------------|--|-----------|--|-----------|--|
| NAR #                          |  | Debtor #  |  | CM9 #     |  |
| FEES                           |  |           |  |           |  |
| Bond \$                        |  | Notes:    |  |           |  |
| Hire Fee (from Page 1) \$      |  |           |  |           |  |
| Other \$                       |  |           |  |           |  |
| <b>Total Fee Owning \$</b>     |  |           |  |           |  |
| PAYMENT                        |  |           |  |           |  |
| <b>GL Code:</b> W8084.1000.131 |  |           |  |           |  |
| Receipt #                      |  | Receipt # |  | Receipt # |  |