

# *APPENDICES*

RECEIPT SUMMARY

Name of Hall \_\_\_\_\_

HIRER/USER OF HALL	DATES BOOKED	AMOUNT	DATE PAID	RECEIPT NO	DATE BANKED

Signed \_\_\_\_\_  
I confirm that the information supplied is correct.

Have you checked to ensure that:

- All bookings are recorded.
- All receipts are accounted for.
- The value of receipts issued agrees to total banking.

Please return to: Accounts Receivable Clerk  
Rodney District Council  
Private Bag 500  
OREWA



**HALL/COMMUNITY CENTRE**

**BOOKINGS/ENQUIRIES TO:** .....

.....

.....

**TEL NO:** .....

**BOOKING DETAILS**

**Applicant:** .....

**Date:**.....

**Start Time:**.....

**Finish Time:**.....

**BOND**

\$.....

\$..... - Out of District

*A bond shall be payable (cash or bank cheque only) with the hire fee before the key is issued. The full Bond is refundable if no costs have been incurred by the .....Advisory Committee for damage to the premises and/or surrounding grounds or as a result of the negligence of the hirer or any of their members, guests etc. and no additional cleaning is required. The Advisory Committee reserves the right to decline the use of the Hall/Centre, or increase the amount of the Bond required.*

**CONDITIONS OF HIRE:**

I/We ..... being the Hirer/s of the .....  
..... do agree and will comply in total with the following conditions of hire:

1. In the event of a problem arising with the security of the building Metropolitan Security Ltd should be contacted, Ph (09) 426 4255 .....
2. Only use the part of the complex that has been hired and paid for, for the time specified.
3. The Hall is to be vacated AND cleaned by the finish time stated above. Where prior agreement is obtained cleaning may take place by 10.00 a.m. the following day. A cleaning fee may be deducted from the bond if deemed necessary by the committee.
4. To collect and return the keys and the User's Checklist as arranged.
5. At no time attach stickers or signs in any manner to the walls, windows or fittings (no staples, drawing pins, nails, spray paint etc.)
6. Specific prior approval must be obtained if you intend to use dry ice at the function.
7. Leave the hired area in a clean and tidy condition (floor swept, benches wiped etc.) Additional toilet paper to be provided by the Hirer/s.
8. Be responsible for the re-storage of all furniture to it's correct place (trestles, chairs etc).
9. Remove all refuse as accumulated by the Hirer/s during the period of usage, also in the roadside and parking area.
10. Will undertake to make good any damage or loss to Hall property or equipment that is attributable to members, supporters or invited guests during the specified period of hire. Any damage caused to the Hall/Centre or its equipment may be repaired or replaced by tradesman of the Advisory Committee's choosing and the cost deducted from the Bond.
11. Will ensure that the NO SMOKING policy in the entire complex is followed.
12. Ensure compliance with the NO ANIMALS policy throughout the entire complex.
13. Consume alcohol on the premises only in accordance with the provision of the Liquor Licensing Act (1989). **EVENING FUNCTIONS TO END BY 12 MIDNIGHT AND PREMISES TO BE VACATED BY 1.00 A.M.** The function should be run in an orderly manner and no loitering or disturbance should take place outside the hall during or after the function.
14. Take full responsibility for the storage and protection of own equipment and property while it is within the complex.

15. Allow access to the Hall/Centre at all times by an authorised representative of the Rodney District Council or the Advisory Committee.
16. Be aware that subletting is not permitted.
17. Understand that should any expenses be incurred by the Advisory Committee due to non-fulfilment of any conditions, that the cost may be deducted from the bond and/or the costs born in total by the Hirer/s.
18. Health and Safety  
Hirers must avoid any activity which places themselves, their guests or other attendees at risk of injury to themselves or others. In the event of the Hirer/s becoming aware of any hazardous situation associated with the building then such hazards must be isolated and the matter reported to the Advisory Committee.
19. Please note that the Hall/Centre is operated by a volunteer committee. Your assistance in maintaining our community facility in a clean and tidy condition is much appreciated.
20. Be aware that applicants must give seven (7) days notice of cancellation to the Bookings Officer otherwise the Booking Charge will be forfeited.
21. Count crockery (list of crockery available from Bookings Officer).
22. It is now policy to recover all costs if the Fire Alarm System is activated by Patrons using the Centre/Hall. Be aware that the following could set off the alarm - smoke, smoking, candles etc. (These costs include the Fire Service Callout, Alarm Monitoring and Alarm Reset).
23. No fires should be lit outside the Hall/Centre.
24. As a condition of the hiring of the \_\_\_\_\_ Hall/Centre, the Hirer/s agree to be appointed and act as the Fire Warden pursuant to the Fire Safety and Evacuation of Buildings Regulation 1992. The Hirer/s further acknowledge that they have been supplied with a copy of the Warden's duties and understand the actions required of them in the event of a fire.

*The Rodney District Council shall not be held responsible for any loss, theft or damage of any property for any reason, regardless of the cause – including any fault pertaining to any fitting, appliance or piece of apparatus within the vicinity of the Orewa Community Centre hall buildings or grounds.*

I/We have read and understood the above conditions and agreed to be bound by them.

Signed: .....  
(an authorised representative of the Hirer/s)

Date: .....

NAME: \_\_\_\_\_  
(Please print clearly)

## USER'S CHECKLIST

Hirer/s Name .....  
(Club, Business etc.)

Authorised Signatory (full name) .....

**HAVE YOU:**

1. Paid your bond?..... Yes/No
2. Paid your Hireage Fees? ..... Yes/No
3. Swept Floors (Kitchen, Toilets, Hall)? ..... Yes/No
4. Returned all furniture to the storage areas at sides of Hall? ..... Yes/No
5. Removed all refuse accumulated by your group?..... Yes/No  
(Handouts, magazines, bottles etc)
6. Turned off all taps and kitchen urn? ..... Yes/No
7. Cleaned toilet and basins? ..... Yes/No
8. Cleaned all kitchen surfaces/put away all crockery?..... Yes/No
9. Turned off all lights/heaters? ..... Yes/No
10. Checked and locked all windows/doors? ..... Yes/No
11. Returned keys and Users Checklist? ..... Yes/No
12. Has your group lost, broken or damaged any furniture,  
cutlery, fittings etc. belonging to the Hall? ..... Yes/No

Specify:

.....  
.....  
.....  
.....

Signed: .....

Date:.....

## FIRE WARDEN RESPONSIBILITIES

The Fire Warden is responsible for the evacuation of the building and to ensure every occupant reaches the assembly locations safer, when either the fire alarm sounds, or a fire has been detected.

### **Fire Warden:**

Occupants	Advise and direct all occupants to leave the building by the quickest possible route. NB Check toilets, and assist all elderly and disabled people.
The Area	Ensure all doors and windows have been closed.
Fire Services	Make sure the Fire Service has been notified, and liaise with them on arrival.
Fire Fighting	Only if it is safe to do so should fire fighting be attempted.
Re-Enter	Ensure it is safe for people to re-enter the building. Liaise with the Fire Services.

### **All Concerned:**

General	<p>Familiarise yourself not only with the fire exits but also with the overall procedure in the event of a fire.</p> <p>Never assume an alarm is a drill - assume it is a fire.</p> <p>It is simple common sense to evacuate a building when the fire alarm is sounded.</p> <p>Do not forget the building and contents can be replaced, but not you.</p> <p>Fire is a very real hazard.</p> <p>Do not re-enter the building until the "all clear" is given i.e. the bell stops or the Fire Warden tells you.</p>
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