

Clevedon School
13-17 North Road
CLEVEDON 2582

Tel: (09) 2928654
Fax: (09) 292 8626 e-mail: office@clevedonschool.co.nz



Hall Hire Agreement

THE SCHOOL IS PROUD OF ITS ENVIRONMENT AND EXPECTS USERS OF THE FACILITY TO ASSIST IN THE MAINTENANCE OF THIS.

Conditions of Hire

Costs:

- Cost guide is \$20 per hour for a minimum of 2 hours.
- Payment to the Clevedon School Board of Trustees, hereafter referred to as the "BOT" GST Number 89 980 887
- Hours of use can be monitored through the setting and un-setting of the alarm.
- No refund will be given for hours not used. Excessive time over runs will be deducted from the bond.
- Payment for hire must be made in advance.
- Bond of \$500 in advance.
- A charge of \$50 per hour will be made for any additional cleaning required in the hall or in the grounds.
- This agreement shall be deemed a Tax Invoice for the payment of GST.
- Any damage is the responsibility of the person or groups hiring the venue. Any callouts for security or fire alarms are the responsibility of the hirer.

Bookings:

Bookings can only be made with at the school office during office hours (8.30am – 3.30pm). The booking is secured by signing a contract and payment of the bond and deposit at least two weeks in advance.

Deposit:

A deposit of \$20 is to be paid at time of booking. If the booking is cancelled the deposit will be forfeited.

Bond:

A bond of \$500 is required and must be paid before the key is uplifted and will be returned to the hirer at the termination of the hire agreement provided that the BOT is satisfied with the condition in which the hall is left.

Keys:

Key can be collected from the Office during office hours (8.30am - 3.30pm) upon payment of hire fee and bond. Keys are to be returned to the school office within the first day which the school office is open after the period of hire age, unless the hall co-ordinator has agreed to alternative arrangements. In the event that a key is lost the BOT may decide to either replace the hall locks and permanent keys or replace the key - either action to be at the cost of the hirer.

Parking:

Parking in the school grounds is to be in designated areas only.

Decoration:

No decorations to be attached to any wall, door, ceiling or window surfaces.

No stilettos or sprigged shoes.

Clevedon School Hall Hire - Terms and Conditions

1. Conduct at every function held in and around the hall must comply with Auckland City Council bylaws.
2. The hall must not be sub-let.
3. The hirer is responsible for ensuring that before leaving the hall:
 - a) The whole hall including toilets, kitchen and entrance are clean.
 - b) All rubbish is placed in receptacles provided.
 - c) All items of furniture moved are returned to their original position.
 - d) All lights and electrical appliances are turned off.
 - e) The alarm is set.
 - f) All doors are securely locked.
 - g) All windows are secured.
4. The organization of the stage in the hall will be set by the school and is not to be moved by the hirer due to potential damage to the sports floor. Please provide full details of set-up required at least 48 hours in advance of event.
5. Damage. The hirer is responsible for the cost of repairs of any damage, other than reasonable wear and tear, that may occur during the period of hire or as a result of the hire age. All damage must be reported to the School Office, within 48 hours of the end of the hire period.
6. The consumption of drugs and alcohol is prohibited in or around the hall and school grounds.
7. The use of chewing gum is not permitted the school premises.
8. The hall will be cleaned immediately after the period of hire unless alternative arrangements have been agreed to by the school.
9. The school accepts no responsibility for any losses or liabilities incurred by the hirer or users of the hall.
10. General Safety and Security – Please ensure that all safety precautions (as required by law) are taken to eliminate injury to persons and damage to the premises and equipment. Please make sure that rooms are not part of this hire agreement are not entered and that doors that are locked remain so.
11. Provision of First Aid will be the responsibility of the hirer.
12. Kitchen, if used will be left in a tidy, clean state.
13. The hirer acknowledges that the hirer has no right to the exclusive use of the facility. Functions relating to School will get priority. 14 days' notice will be given should this occur unless extra unusual circumstances eg emergency meeting to be held therefore no notice given.
14. Sprigs (or similar) are not permissible and are to be removed when in the hall.
15. No furniture is to be moved into the Hall without permission of the school
16. A 4 digit alarm code must be provided by the Hall Hirer for the alarm system. This code must not be passed to anyone other person without permission of the school. Alarm code is changed regularly to ensure security is maintained.
17. In the case of alarm activation, Fortlock security must be called immediately. If this does not occur and a security patrol is sent, the cost is the responsibility of the hall hirer.
18. Use of the sound system to be agreed upon hire, any damage to equipment to be charged for.
19. AS required by government legislation, the school buildings and grounds are a smoke free environment. NO SMOKING signs must be observed.

Clevedon School

Hall Hire Agreement

**TAX INVOICE
GST No: 10-039-193**

Dated..... 20.....

Agreement No:.....

Parties:

1. Clevedon School at 13-17 North Road, CLEVEDON 2582.
TELEPHONE: 292 8654, FAX; 292 8626

2. HIRER

Name of Organisation

Address

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Telephone No.

Mobile Phone No.

This should be the number the hirer can be contacted on during the period of hall hiring.

Fax No.

Name of person responsible

Schedule of Principle Terms

1. Facility: Hall, Kitchen, Toilets, Stage.

2. Rental \$..... (plus GST) per hour/week/month

3. Bond \$..... (no GST)

4. Commencement Date.....

5. Frequency of Payments Required

Term of Hire:weeks/months from the date of this agreement (subject to early termination)

Hours of use From.....am/pm to.....am/pm

	GST exclusive	GST	GST inclusive
Deposit	\$	\$	\$

Followed by weekly/monthly payments of:	\$	\$	\$
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Payments are to be made by cheque / online payment / cash

Please circle appropriate method of payment

Clevedon School agrees to allow the hirer the right to use the Facility specified in the Schedule ("the Facility") upon the terms and conditions of the Agreement.

SIGNED on behalf of
Clevedon School by

Signed on behalf of the HIRER
By