

## Application for Hire of Pohara Hall, Takaka

### Applicants

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone No: \_\_\_\_\_

### Organisations

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone No: \_\_\_\_\_

We hereby apply to hire the Pohara Hall, Takaka

### Facilities available

Main Hall  
Kitchen

Piano  
Kitchen stoves

Tables & trestles  
Chairs

### Conditions of Hire

#### Protection of floor

No nails etc are to be driven into floor; no powder to be applied to floor, no sellotape/masking tape to be stuck on walls.

#### Cleaning of hall

The hall must be cleaned after use. Some cleaning equipment is available at the hall. Please see attached sheet detailing requirements. All scenery, posters, items brought in for the event, must be removed immediately after event is completed.

#### Indemnity

I hereby agree that in the event of any damage being caused to the hall or any furniture or fittings or other articles therein belonging to the Tasman District Council or to any loss thereof during the period of hire of the Hall or any part of the Hall, that I will at my own expense make good all such damage or loss.

Public Liability Insurance is the responsibility of the hirer.

**Hire charges** – a copy of the hire charges is attached.

### Maximum Occupancy: 250 people

I have read the Conditions of Hiring and hereby accept them.

**Applicant's Signature:** \_\_\_\_\_

(Please list dates and time required on the attached sheet).

### Office Use Only

Deposit Paid/Receipt Number \_\_\_\_\_

Key Given \_\_\_\_\_

Key Returned



# **Fire Evacuation Scheme**

*(To be filled out by person hiring the hall)*

Name of building: Pohara Hall  
Address: Abel Tasman Drive, Pohara  
Building owner: Tasman District Council

**Name of person/organisation hiring the hall:**

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**Address:**

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**Telephone No:** \_\_\_\_\_

**Date of hireage:** \_\_\_\_\_

**Name of fire warden:** \_\_\_\_\_  
(to assist in an Emergency)

Location of assembly point: Grassed area to south-west  
(Takaka) end of the building

I/We fully understand our obligations and responsibilities relating to the emergency evacuation procedures and fire warden's duties as listed on the attached form.

Signature of Hirer: \_\_\_\_\_

Date: \_\_\_\_\_

( A copy of this to be placed on file )

# Fire Evacuation Scheme

## Building Assistance Register for Pohara Hall

This Assistance Register shall be continuously updated, noting any changes to details of persons requiring assistance.

Date	Name of person requiring assistance	Type of disability assistance required	Person to provide assistance	Normal location of person

In the event of an evacuation, the following staff members have been assigned to assist any persons with a disability whose names are not on the Assistance Register because they are visitors to the building at that time.

Person nominated when hiring the hall:

\_\_\_\_\_

Date: \_\_\_\_\_

## Obligations of Hall Hirers

Below is a list of requirements that are expected to be complied with by all hall hirers. Some cleaning equipment is in the cupboards in the kitchen, but cleaning products and extra cleaning equipment is to be provided by hall hirer.

- Advise the Council office before occupation if you feel the hall is not up to a reasonable standard.
- No electrical appliances to be brought into the hall unless they have electrical certification.
- Sweep the area(s) you have used when finished including main hall, foyer, kitchen, toilets.
- Damp mop any food or beverage spills etc, in the hall, foyer, stage or kitchen areas (including wet mucky footprints).
- If used, please clean and wash all kitchen benches, floor, electric ranges, microwave, warmers, all crockery (put away in cupboards all washed crockery as well), and fridge in the kitchen.
- Toilets are to be cleaned and soap splashes, etc are to be wiped up.
- All chairs are to be stacked tidily.
- Stack tables and trestles tables tidily. (DO NOT DRAG ACROSS THE FLOOR).
- Remove any of your posters, screens, equipment, etc, immediately after your hire time has finished.
- Turn off all electrical switches EXCEPT the main switches.
- Lock all doors and windows.
- Lights are to be turned off.
- All heaters are to be turned off.
- Soiled tea towels and tablecloths must be left in the kitchen – the laundering will be arranged by the caretaker.
- **All** rubbish is to be removed from the premises.
- Advise the Council office of any breakages or damage.
- PLEASE NOTE POHARA HALL IS A **NON-SMOKING** BUILDING.
- Maximum Occupancy: 250 people

Thank you for your cooperation in keeping our hall tidy and safe.

Tasman District Council

# **Pohara Hall Fire Warden Duties**

ENSURE THAT ALL FIRE EXITS ARE KEPT CLEAR AT ALL TIMES.  
FAMILIARISE YOURSELF WITH THE LOCATION AND TYPE OF FIRE  
FIGHTING EQUIPMENT WITHIN THE BUILDING.

**If you discover a fire, operate the nearest fire alarm box (call point) and telephone the Fire Service.**

- 1 Initiate evacuation of the building.
- 2 Ensure the Fire Service has been notified per 111 call.
- 3 Check all rooms, toilets, locker rooms, etc have been evacuated.
- 4 Ensure all smoke stop doors on route of exit are closed.
- 5 Consult building assistance register for disabled person in your building and assist them to the place of assembly in the main foyer and then to the assembly point outside which is in the carpark at the front of the building.
- 6 Proceed to assembly area and check personnel.
- 7 Only if it is safe to do so, should any attempt be made to extinguish the fire. (Persons remaining in buildings to attempt extinguishment of fire to have their location reported to Fire Warden).
- 8 Report to Fire Service on arrival and pass on all relevant information.

## **Pohara Hall Hire Charges Effective 1 July 2017**

Hourly Rate	\$20 per hour
Half Day Hire (morning or afternoon) – 4 hours	\$40
Day Hire – between 08.30 am – 4.30 pm	\$80.00
Night Hire – between 4.30 pm – 1.00 am	\$80.00
Full Day and Night Hire – between 8.30 am and 1.00 am	\$150.00

**All the above require the booking form filled in, returned to Tasman District Council and a bond of \$150.00 paid before a booking is confirmed.**

### **All charges are inclusive of GST**

For any applications which do not obviously fall into any of the above categories the hire rate will be decided by Tasman District Council.

If the hall complex is not left in a clean and tidy state (as detailed on the page of Obligations by Hall Hirers), all the bond will be forfeited.

Hirers must collect the key from the Tasman District Council Office (78 Commercial Street, Takaka) by 4.30 pm on weekdays.

Complaints or calls for inspection after cleaning should be directed to the Takaka Service Centre Staff on (03) 525 0020 during normal office hours (Monday – Friday 8.00 am – 4.30 pm).