

Application for Hire of Memorial Hall – Pah Street, Motueka

Applicants

Name: _____ Organisation: _____

Address: _____

Phone Number: _____ Email: _____

Dates required	Times required	Facilities required

Facilities available

Main Hall	Supper room 15 x 16.7 m	Piano	Tables & trestles
Kitchen	Kitchen stoves	Chairs 400	Dressing rooms

Conditions of Hire

A bond is required to confirm your booking. Payments can be made online or at one of the Tasman District Council offices. The bond is refunded to the nominated bank account once the hire invoice has been paid.

For online payments:

Bank account number **12-3193-0002048-03**

Please use the following references when making the bond payment

GL19089235 – applicant’s name & date of hire

Intoxicating liquor

No intoxicating liquor shall be brought onto the premises nor shall any person be permitted to have possession of or consume intoxicating liquor in or about the premises at ANY PUBLIC FUNCTION, unless with the express written consent of Council.

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. Carpet is under stage to place structures on to floor surface (the carpet may be cut).

Cleaning of hall

The hall must be cleaned after use. Some cleaning equipment is available at the hall. Please see attached sheet detailing requirements.

NO SMOKING IS PERMITTED ON THE PREMISES

Indemnity

I agree, that if the hall complex and contents are not left in a clean and tidy state, or has suffered any damage, the bond may not be refunded and additional charges may apply. I hereby authorise the Tasman District Council to make good all damage or loss and charge me for the costs or deduct from the bond.

Regular bookings

Any person or persons booking the Memorial Hall on a regular basis shall be required to forfeit any such date as the Motueka Service Centre Team Leader or any other person acting on behalf of the Tasman District Council may see fit.

Cancellations

At least five working days notice is required to be given at this office prior to any booking being cancelled or you will be charged accordingly.

Nominated bank account number: _____
(For bond refund)

I have read and agree to the Conditions of Hire.

Applicant's Signature: _____

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 the hall hirer.

- Advise the Council office before using the hall if you feel it 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, supper room, kitchen, toilets, dressing rooms behind stage, stage. Handy Andy provided in cleaning cupboard.
- Damp mop floors with cold water – (do not use hot water or boiling water out of the tap – this will damage the floor because it is too hot) any food or beverage spills etc, in the hall, foyer, stage, dressing rooms 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), and fridge in the kitchen. Tea towels and dishcloths are not provided.
- Toilets are to be cleaned and soap splashes, etc are to be wiped up.
- All chairs are to be stacked tidily. Please stack chairs in the supper room. Please do not drag across the floor.
- Stack tables tidily under the stage or in the supper room (DO NOT DRAG ACROSS THE FLOOR).
- Remove any of your posters, screens, equipment, etc, straight after your event
- Location of light switches for the hall are on the inside of the door on the right hand side of the stage. There are three switches that should operate the hall normally. If you are holding a production, there is a lighting switchboard on the stage, which alters the dynamics of the lights. If the main switchboard is used, please ensure that it is returned to the normal settings so that only the three switches have to be used. Lights are to be turned off.
- Please do not alter switches on the main switchboard for lighting unless you are having a production. Please put switches back to their original settings.
- All heaters/air conditioning units must be turned off at the power switch only. Please do not alter settings.
- Remove all rubbish from the premises.
- Turn off all electrical switches EXCEPT the main switches.
- Ensure all doors (including external kitchen & supper room doors) and windows are locked.
- Advise the Council office of any breakages or damage to the property.

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

Tasman District Council

Fire Evacuation Scheme

(To be filled out by person hiring the hall & return with application)

Name of building: Motueka Memorial Hall
Address: 12 Pah Street, Motueka 7120
Building owner: Tasman District Council

Name of person/organisation hiring the hall:

Address:

Telephone No: _____

Date of hire: _____

Name of fire warden: _____
(to assist in an Emergency)

Location of assembly point: Countdown Carpark

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: _____

Fire Evacuation Scheme

Building Assistance Register for Motueka Memorial 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: _____

Motueka Memorial 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.

Memorial Hall Hire Charges Effective 1 July 2018

Hourly Rate	\$25 per hour
Regular Users	\$20 per hour
Full Day Hire – between 8.00 am and 6.00 pm	\$225
Commercial Operators	\$30 per hour
Sporting Events	\$120 per day
Local concerts, shows, school concerts	\$25 per hour

If requiring special lighting an extra charge of \$200 will apply

All the above require the booking form filled in, returned to Tasman District Council and a bond of \$60.00 paid before a booking is confirmed

Local plays and shows using extra lighting	\$25 per hour for hire of the hall.
Weddings, dances, reunions, cabarets etc	\$225 for full day – 8.00 am to 6.00 pm \$250 for evening from 6.00 pm onwards
Out of Town Shows	\$25 per hour during the day or \$200 for full day – 8.00 am to 6.00 pm \$500 for evening from 6.00 pm onwards

All the above require the booking form filled in, returned to Tasman District Council and a bond of \$200 paid before a booking is confirmed.

If requiring special lighting an extra charge of \$200 will apply

All charges are inclusive of GST

The hire of extra crockery and cutlery is \$150, or free of charge to recognised local organisations and schools.

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

If the hall complex is not left in a clean and tidy state, or has suffered any damage, the bond will not be refunded and additional charges may apply.

Hirers must collect the key from the Tasman District Council Office (7 Hickmott Place, Motueka) by 4.30 pm on weekdays.

Complaints or calls for inspection after cleaning should be directed to Verity Simpson on (03) 528 2015, during normal office hours (Monday – Friday 8.30 am – 4.30 pm) or to the Motueka Service Centre after hours and at weekends on (03) 528 2022.