

# Waimauku School

**2 Muriwai Road  
Waimauku**

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## Bookings - Hall and Multi Purpose Room

All applications for bookings should be made at the school office between the hours of 9.00am and 3.00pm. Availability of the hall will be confirmed as soon as possible after receipt of the application. Office staff can be contacted at [office@waimauku.school.nz](mailto:office@waimauku.school.nz)

Regular bookings can be arranged on a term by term basis with the school office. The Board does not offer permanent bookings and reserves the right to cancel any long term, regular bookings, or any particular booking(s) with two week's written notice.

School functions take precedence over regular hall hire and the school reserves the right to alter a booking date with as much prior notice as possible given.

### **PAYMENT**

Hire rates will be confirmed at the time of application. Payment is required at the time of booking or at least 14 days in advance for single occasion use. For regular users, hire fees will be invoiced on a term by term basis.

### **BOND & BOND REFUND**

A bond of \$500.00 (large hall) \$300.00 (multipurpose room) either cash or bank cheque must be paid in advance. This bond will be returned within one week of usage following inspection of the hall and its equipment for cleanliness and completeness. If extra cleaning is required, the costs will be deducted from the bond. With ongoing bookings the bond will be held until such time as the hirer ceases to hire the hall. Any damage caused by the user must be reported to the school office at the earliest possible opportunity. Where repairs/replacement is required, the associated cost may be charged to the user.

### **CANCELLATIONS**

Where a booking is cancelled within 14 days of the date for which it is booked, 25% of the fee will be retained by the Board of Trustees as an administration fee.

### **SECURITY**

Users will be provided with a key to the premises. It is the user's responsibility to check that all doors and windows are locked and secure upon vacating the premises. Please check all doors from the outside to make sure they are locked and caught securely. If a door is discovered unlocked when the hall is checked, this will result in a deduction of \$35 from the bond. In the event of items missing due to unlocked doors the cost of replacement of such items will be borne by the hirer.

When leaving the hall at the end of the hire, or for any period of time when there will not be people in the hall, the alarm must be set. Failure to do so will result in a charge of \$35.

The alarm code must be used only by the person authorized by the booking officer to use it, and must not be given to any other person in the group. All lights must be turned off after each use. Failure to do so will result in a charge of \$25.

### **SMOKE FREE POLICY**

Smoking is not permitted anywhere on the school grounds.

### **ALCOHOL**

Alcohol is not to be consumed in the hall or on the school premises without permission from the Board of Trustees. The selling of alcohol is not permitted without a liquor license. It is the responsibility of the hirer to obtain any such license. The hirer is required to contact the Licensing Officer at Rodney District Council to ascertain whether a license is required. A copy of the license or a letter from the council must be provided to the school prior to the event.

### **NOISE**

Consideration must be taken of the neighbours when hiring the hall.

### **FOOTWEAR**

No high heels or shoes that may scuff the floor. Damage to the floor will incur an extra cost.

W:\DOCS\WORD\Professional\2010 Policy\Hall Hire Policy and Agreement.docx

**KITCHEN**

Kitchen facilities are available for hire if required. The cleaning of the kitchen area including bench tops and appliances and floors must be completed to a satisfactory standard. The same conditions of care and cleanliness apply to kitchen areas and will incur a cost if extra cleaning is needed. There will be 60 each of the following:- mugs, side plates, glasses, teaspoons. Any breakages to crockery will be taken out of the bond.

**TOILETS**

Toilets are available in the Multi Purpose Room. There may be the odd occasion when both the hall and the Multi Purpose Room are being used at the same time. Please be considerate to all using the venues. The same conditions of care and cleanliness apply to toilet areas and will incur a cost if extra cleaning is needed.

**EVACUATION IN THE CASE OF FIRE**

The signal that a fire danger exists is the continuous ringing of the electric bell or the steady scream of the electronic alarms. Evacuate to the assembly area on the front court.

**EMERGENCY CONTACT**

Please phone Sure Communications as per the information issued to you by the School Caretaker at the time of booking.

**HIRE CHARGES**

<u>Main Hall</u>	\$50 per hour for non regular users \$35 per hour for regular users \$20 key deposit (refundable on return)
<u>Multipurpose Room</u>	\$25 per hour for non regular users \$20 per hour for regular users \$20 key deposit (refundable on return)
<u>Kitchen</u>	\$10 per hour for both regular and non regular users
<u>Other Items for Hire</u>	Chairs \$2 each, Tables \$5 each

.....  
Hirer's Name and Organisation: .....

Postal Address: .....

Phone Numbers: .....

Hire Charges (tick appropriate boxes below)

<u>Main Hall</u>	<input type="checkbox"/> \$50 per hour for non regular users <input type="checkbox"/> \$35 per hour for regular users <input type="checkbox"/> \$20 key deposit (refundable on return)
<u>Multipurpose Room</u>	<input type="checkbox"/> \$25 per hour for non regular users <input type="checkbox"/> \$20 per hour for regular users <input type="checkbox"/> \$20 key deposit (refundable on return)
<u>Kitchen</u>	<input type="checkbox"/> \$10 per hour for both regular and non regular users
<u>Other Items for Hire</u>	<input type="checkbox"/> Chairs \$2 each, Number required ..... <input type="checkbox"/> Tables \$5 each Number required .....

Booking Dates: .....

Day / Hours Required: .....

Bond:  Main Hall \$500  Multipurpose \$300

Total amount owing.....

Tick when PAID      Receipt issued on payment – receipt number .....

To be Invoiced Termly:  Yes  No (specify).....

Date ..... Signed ..... (Board of Trustees)

Date ..... Signed ..... (Hirer)