



WAIMAUKU SCHOOL

OPENING DOORS TO LIFE'S JOURNEY

2 Muriwai Road
Waimauku 0812

Telephone : 09 411 8222
Email : office@waimauku.school.nz

Hall Hire Agreement

Hall Bookings

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 or on 09 411 8222.

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.

The needs of Waimauku School take precedence over regular hall hire and the school reserves the right to alter or cancel a booking date with as much prior notice as possible given. This may be due to building work, a school function or event or for any other reason that the school needs the space.

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 monthly basis or as arranged at the time of the signing of the hall hire agreement..

BOND & BOND REFUND

A bond of \$500 must be paid in advance to the school. 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 or replacement of damaged items are 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.

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.

Initials

Hall Hire Agreement (continued)

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 to be unlocked when the hall is checked, this will result in a charge of \$35 + GST. 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 + GST to cover the cost of the Security call out fee.

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 + GST.

SMOKE FREE POLICY - Smoking and vaping are 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 Auckland 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.

FOOD & DRINK - It is not permitted to consume food and drink within the hall unless that is appropriate for a specific event and prior approval has been given by the Board of Trustees.

SMALL HALL - Under no circumstances are hall hirers to access the Small Hall (H1 & H2) adjacent to the Main Hall. This space houses two classrooms and the classroom space, the kitchen and the toilets in this area are **unavailable** to hall hirers.

TOILETS - Hall hirers are to use the toilet facilities outside of Room 5. These are the only toilet facilities available for hall hirers. The same conditions of care and cleanliness apply to toilet areas and will incur a cost if extra cleaning is needed.

PARKING - No parking allowed on the top court area or in the staff car parks.

HIRE CHARGES

Main Hall

\$50 per hour for non-regular users

\$35 per hour for regular users

\$20 key deposit (refundable on return)

Other Items for Hire

Chairs \$2 each, Tables \$5 each

Initials



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Hall Hire Details

Contact Name of Hirer: _____

Name of Organisation: _____

Postal Address: _____

Email Address: _____

Phone Numbers: _____

Space to be hired: Main Hall Other space _____

Hire Charges (tick appropriate boxes below)

- \$50 per hour for non regular users
- \$35 per hour for regular users
- \$20 key deposit (refundable on return)

Other Items for Hire Chairs \$2 each - number required _____

Tables \$5 each Number required _____

Booking Dates & Hours Requested:

Date Bond Paid (\$500) : _____

KEY NUMBER ISSUED: _____

Date Signed (Board of Trustees)

Date Signed (Hirer)

BOND REFUND RETURNED: Payment Date _____