



# TERMS AND CONDITIONS OF HIRE

All Hirers who confirm a Hall booking, agree to these Terms and Conditions of Hire.

## GENERAL

- The maximum capacity of the hall is **250 persons** and must not be exceeded.
- **Activities must cease at 12.00am (midnight) and premises vacated by 1.00am.**
- No alcohol is to be sold, without a Special Licence from Kapiti Coast District Council.
- All Hall bookings are at the Te Horo Hall Committee's discretion, and booking conditions may be varied by the Committee.
- Bookings must allow time for set up before, and for clean-up after, the event.
- Hirers agree to be financially responsible for any damage to the Hall or Hall equipment.
- Any wall decorating must use Hall provided hooks only.
- Hirers are required to provide their own cutlery and crockery, tea towels, and rubbish bags.

## TE HORO HALL HIRE FEES

	Monday - Thursday (up to 5 hours)	Monday - Thursday (more than 5 hours)	Friday, Saturday, Sunday, Public Holidays (up to 5 hours)	Friday, Saturday, Sunday. Public Holidays (over 5 hours)
<b>ENTIRE COMPLEX</b>	\$30 per hour	\$240	\$40 per hour	\$480
<b>MAIN HALL</b>	\$20 per hour	\$160	\$30 per hour	\$360
<b>SUPPER ROOM</b>	\$20 per hour	\$160	\$30 per hour	\$360

- Hire of THH microphone and powered speaker: \$30 per event.
- Cleaning Fee (optional): \$150 - refer 'Cleaning and Rubbish Removal'

*Te Horo Hall is managed by a committee working on behalf of the Incorporated Society and the Te Horo community.*

*For further details contact Peter Askwith 027 344 7355*

**February 2025**

## DEPOSIT, PAYMENT & BOND

- Hire fees are payable on receipt of invoice and prior to the event.
- All bookings 5 hours or more require a \$100 deposit and may be charged a \$300 bond payable on receipt of the Hall key.
- All bookings where alcohol will be present requires a \$500 bond.
- Where applicable, proof of an alcohol licence and suitable security arrangements are also required.
- Deductions from the bond will occur if:
  - venue, furniture, equipment, or fittings are damaged,
  - extra cleaning is required,
  - rubbish is left inside and/or outside the venue,
  - any other breach of these conditions occurs, resulting in call out charges or other costs to the Hall Society.
- The bond will be returned in full subject to satisfactory inspection and return of Hall key.
- Two-day bookings receive the following ½ day free of charge for final clean-up

## CANCELLATION

The Hall Committee may charge a cancellation fee of:

- No refund if cancellation is within 24 hours of the function start time.
- 50 percent refund if cancellation is within 5 days of the function date.

## LOSS OR DAMAGE

The Hall Committee accepts no responsibility for loss or damage to any property of the hirer, or of any guest or invitee, which may be brought to the venue, whether within or outside the premises, and does not provide any insurance cover for such property.

## NOISE AND NUISANCE

- Hirers should respect residential properties being located close to the Hall
- Noise from amplifiers and loudspeakers must always be kept to a moderate level.
- External **doors and windows must be closed after 10.00pm** for activities involving loud amplified music.
- Vehicle movements/parking must not create a nuisance or any safety issue for residents.

## PROHIBITED

- NO nails, tacks, pins or sticky tape are to be used in the Hall (blue tac is acceptable)
- NO smoking or chewing gum in any part of the venue
- NO open fires, smoke machines, naked flames (candles in individual holders may be used), kerosene lamps, barbecues, or spits, are to be used inside the Hall.
- NO use of confetti or glitter
- NO sub-hiring of the premises.

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## **CLEANING AND RUBBISH REMOVAL**

Hirers are responsible for leaving the Hall as they find it. They must ensure that:

- all rubbish is removed from the venue including car park and grounds.
- kitchen surfaces are wiped clean
- any kitchen items used are washed, dried, put away
- appliances: chillers, ovens, and hob left clean
- tables are wiped clean and returned to the trolley
- chairs are stacked and returned to their original location
- floors are swept and, if necessary, wet mopped - equipment provided for this
- toilets, urinals, hand basins and vanities are cleaned

In respect of mopping floors and cleaning toilet areas ONLY, hirers may elect to pay a cleaning fee of \$150 payable with the balance of hire prior to the event.

## **SECURITY**

The hirer is responsible for ensuring the orderly and safe conduct of the event and securing the Hall upon completion of the function.

- all lights, heaters, ovens, hob, and electrical appliances are turned off, chiller doors left open.
- power is turned off at the switchboard
- all windows and doors are closed and locked

## **HEALTH AND SAFETY**

- Every hirer **must always comply** with fire, emergency, and health and safety regulations.
- The Hall hirer must ensure that they are familiar with the emergency instructions for evacuation and earthquake procedures that are displayed at exit points in the Hall.
- Sleepovers either inside or outside the venue (including tenting or motorhomes), are prohibited.

## **TE HORO COMMUNITY EMERGENCY HUB**

The Te Horo Hall Committee reserves the right to cancel bookings in exceptional circumstances should the Hall be required for community emergency use. A full refund of any payments will be made.