

# Hireage of Taumarunui War Memorial Hall

## Applicant Details

Name of  
Person/Group/Organisation

Postal Address (for refund of  
bond)

Bank Account Details (for  
automatic refund of bond)

Phone

Facsimile

Email Address

Contact Person

Date and Time In

Date and Time Out

Intended Use

Is this Organisation a Commercial Operator?

Yes

No

Will the hirer charge on admission?

Yes

No

Will alcohol be consumed on the Premises?

Yes

No

If sold, has a Special Licence been applied for?

Yes

No

## IMPORTANT NOTICE TO ALL HALL USERS

The Taumarunui War Memorial Hall is a building with a designated purpose of "Recreation and Community Activity" under the Ruapehu District Plan.

The Taumarunui War Memorial Hall is to be used principally for the **assembly of people (150)** for the purposes of recreation, entertainment, cultural instruction, worship and deliberation. No banners or signs to be erected outside without Council's permission. **Due to Earthquake Assessment, maximum users per event must not exceed 150 people.**

All other activities, e.g. commercial activities (including markets/stalls), fall outside of that designated purpose and therefore applications to hire will not be accepted.

I have read the notice above and agree to be the responsible person for any problems resulting from the hall hireage.

Name

Signature

Date

**Fees**

DESCRIPTION	UNIT CHARGE	QTY	TOTAL CHARGE
<b>Occasional Users</b>			
Day Hire (8am – 5pm)	Please see Fees and Charges		
Evening Hire (after 5pm)	Please see Fees and Charges		
Half Day (minimum use)	Please see Fees and Charges		
<b>Regular Users – only by arrangement</b>			
Day Hire (8am – 5pm)	Please see Fees and Charges		
Evening Hire (after 5pm)	Please see Fees and Charges		
Hourly Rate	Please see Fees and Charges		
Hall and Key Bond	Please see Fees and Charges		
Extra 80 place sets of White Crockery and Cutlery	Please see Fees and Charges		
<b>TOTAL FEE PAID</b>			\$

**Additional User Pay Fees**

Heating Charges by meter in foyer      \$2.00 pieces required  
Hot Water to Kitchen Taps in Kitchen      \$1.00 meter

**Information**

The car park is included in the hall hireage. If hired separately using power connection, a cost will apply.

If the hall requires cleaning after customer use, Council will charge at cost and this will be deducted from your bond.

The Red-Ring crockery, approximately 50 cups, saucers, tea plates and dinner plates are available. There is NO cost to hire these; it's inclusive within the Hall hire. The white 80 place sets are available for hire in the hall only. The hiring of this crockery comes with an additional hireage fee. Please see above under Fees.

**Office Use Only**

**File** H55-0001      **Code Ref:** TMH (Hireage) 42 50 21 1100      **Code Ref:** TMHB (Bond) 90 00 00 9702

Receipt Number \_\_\_\_\_ Date Fee Paid \_\_\_\_\_

Key Number \_\_\_\_\_ Date Key Returned \_\_\_\_\_

Bond Refunded on Purchase Order \_\_\_\_\_

Date Bond Refund Confirmed by Property Team \_\_\_\_\_

Reason for Bond Withheld \_\_\_\_\_

Request for Service No:  
Hall Booking \_\_\_\_\_ Key Issued No \_\_\_\_\_

Request for Service No:  
Hall Cleaning \_\_\_\_\_

# FIRE WARDEN'S DUTIES IN THE EVENT OF A FIRE

On Report of a Fire:

## CHIEF WARDEN

- 1 Sound the building's fire alarm system – break glass and switch on alarm.
- 2 Ensure the Fire Service has been notified as per 111 Call. A telephone is located in the Main foyer office.
- 3 Put on Identification jacket (found in the Main Foyer office).
- 4 Initiate Evacuation:
  - 1 Ensure the hall is evacuated. Check toilets, public toilets in foyer, supper room and kitchen.
  - 2 Ensure all smoke stop doors on route of exit are closed.
  - 3 Note the location of persons remaining in the premises, including disabled persons, fire control personnel etc.
  - 4 Proceed to designated assembly area "The Footpath in front of the Car Park" and check for missing persons.
  - 5 Report to Head of Fire Service attending.
  - 6 Report to assembly area for personnel control.
  - 7 Only if conditions permit, and it is safe to do so, should any attempt be made to extinguish the fire.

## SECOND WARDEN

- 1 Put on Identification attire.
- 2 Assist evacuation of the hall – check both back stage dressing rooms – upstairs and downstairs, under stage area.
- 3 If anyone remains in the premises, note their location.
- 4 Proceed to designated assembly area "the footpath in from of car park" and report to Chief Warden and advise details of evacuation.

## FIRE EVACUATION

The key holder is to be Chief Fire Warden in the case of a fire. A sheet on the duties is attached herewith.

Once activated, the fire siren cannot be turned off without a special key held by the fire service. Call 111 from the telephone in the ticket office in the foyer.

## TO THE KEY HOLDER

To comply with the Fire Services Regulations, Council request that you read the enclosed instructions, and carry out the following duties.

As the key holder you are appointed Chief Warden, and in the event of a fire you are responsible for the Fire warden's duties listed above. Warden's jackets are hanging in the office of the hall's Main Foyer.

You must also appoint someone attending your function as a Deputy Warden to carry out the Deputy Warden's duties as listed below.

Please note that the siren, once activated should be left going until the hall is evacuated and cleared by the Fire Chief. The siren cannot be turned off without a special key for the control panel in the Main Foyer office.

I have read the details above and agree to be the key holder and Chief Fire Warden in case of fire..

First Warden

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

Second Warden

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

Date

\_\_\_\_\_

Confirmed by Council Officer

\_\_\_\_\_

***YOUR PRIME CONCERN IS SAVING LIVES***

# PRIVATE FUNCTION INVOLVING ALCOHOL TAUMARUNUI WAR MEMORIAL HALL

## INFORMATION

Both Private Functions and Functions involving liquor must be out of the premises by 1.30am.

Please contact the District Licensing Agency if you will be selling alcohol.

## PRIVATE FUNCTION

### 1 DETAILS OF EVENT

- (a) Date of Event \_\_\_\_\_
- (b) During which days and hours is liquor to be consumed? \_\_\_\_\_

### 2 CONDITIONS

- (a) What provisions of the following does the applicant/s intend to have available/provide during the supply of alcohol?

- (i) Please list the food to be served at this event.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- (ii) Non and Low Alcoholic beverages  
Please list the beverages to be served at this event.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- (b) How will you get your guests home safely after the event?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 3 DETAILS OF CONTACT PERSON

- (a) Name of Contact Person \_\_\_\_\_
- (b) Phone (day time) \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## TAUMARUNUI WAR MEMORAL HALL CHECKLIST

(To be completed by ticking the appropriate boxes and returning immediately with the keys)

Hirer \_\_\_\_\_

Hire Date \_\_\_\_\_

Request for Service Number \_\_\_\_\_

- Any cleaning equipment used from the storeroom by the men's toilet returned.
- All chairs to be returned to the foyer and stacked in groups of ten.
- Wipe down supper room tables if used and return to supper room if used in main hall.
- All rubbish removed to the Taumarunui Transfer Station located at Golf Road.
- Fire Warden jackets (2) in place.
- All lights, including those in basement under the stage, turned off.
- All exterior doors checked and locked and windows latched shut.

### RETURN OF KEY

Key Set No \_\_\_\_\_

Check Sheet \_\_\_\_\_

/

/

201

### REQUEST REFUND OF BOND

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

## CROCKERY AND CUTLERY COUNT

Hirers are to count and stack all hired dinner plates, small plates and bowls in groups of **ten** and placed in the appropriate labelled cupboard. Tea cups are to be also counted and stacked in groups of **five**.

**Any broken items are be noted on the form**

### CROCKERY COUNT

- |  |   |
|--|---|
| <input type="checkbox"/> Number of large dinner plates | <input type="checkbox"/> Number of broken dinner plates |
| <input type="checkbox"/> Number of side plates         | <input type="checkbox"/> Number of broken side plates   |
| <input type="checkbox"/> Number of bowls               | <input type="checkbox"/> Number of broken bowls         |
| <input type="checkbox"/> Number of teacups             | <input type="checkbox"/> Number of broken teacups       |
| <input type="checkbox"/> Number of saucers             | <input type="checkbox"/> Number of broken saucers       |

### CUTLERY COUNT

- |   |  |
|---|--|
| <input type="checkbox"/> Number of knives         | <input type="checkbox"/> Number of forks     |
| <input type="checkbox"/> Number of dessert spoons | <input type="checkbox"/> Number of teaspoons |

**Signed** \_\_\_\_\_

***CHECKLIST MUST BE COMPLETED AND RETURNED WITH KEY***  
*(Bond refund will be processed on receipt of completed checklist)*

## INFORMATION REQUIREMENTS

### GENERAL

The organisation or person who has booked the hall, "the hirer", is responsible for the following:

- (a) Return of the key and checklist to the Council Office, Huia Street, Taumarunui within 2 hours of hourly use during the day, or the day following all day or evening use during office hours.
- (b) Safety of the hall and its assets for the duration of the booking.
- (c) If chairs are used during the use of the hall, these are to be returned to the foyer.
- (d) If tables are used during the use of the hall these are to be returned to the supper room.
- (e) All floors are to be swept and left in a clean condition.
- (f) All lights to be put out after use and the doors locked and the building left secure.
- (g) **No items are to be pinned or taped to the walls.**
- (h) **No masking tape is to be stuck to the floor.**
- (i) All rubbish is to be bagged and removed from the building.

### PAYMENT OF HIRE AND BONDS

- 1 All hire charges are to be paid in advance.
- 2 A bond (please see Fees and Charges) will be taken with the booking fee. This will be withheld until the check sheet has been returned to Council and inspection of the premises has been carried out. The check sheet should be returned with the key. Council will send a cheque to you or credit the bank account.

**Any charges will be deducted from the bond. Should the bond be insufficient to meet the full cost, the Hirer will be liable for the balance of the costs incurred.**

- (a) Damage, breakage or theft of buildings furnishing or equipment.
- (b) Any extraordinary cleaning required bringing the facility back to original condition.
- (c) Locking or securing the building.
- (d) Returning equipment and furniture to storage.
- (e) Failure to adhere to pre-arranged hire times.
- (f) Call out of any Council officers outside normal business hours.

### TIMES

Please vacate the hall by 5.00pm following an all-day function. Night functions are to finish by 1.30 am with the clean-up completed by 7.30 am the following day. Alternative clean up arrangements may be possible if the above is not practicable. **PLEASE BE ADVISED THAT HIREAGE BEGINS AT THE SETTING UP OF THE VENUE.**

### ALL GOODS LEFT IN THE HALL ARE AT THE OWNERS OWN RISK

### SPECIAL CONDITIONS

Council's representative is the Co-ordinator or designated staff member who will receive full co-operation by all users to ensure that all functions are conducted in a proper and orderly manner in compliance with all relevant acts and bylaws. Council reserves the right for the Co-ordinator, designated staff member, Police or officer of Council to be present in the hall at any time. Council may require the Hirer to engage the services of approved security guards for the duration of the time.

The Hirer shall be personally responsible for conduct of the function and persons at the function inside and outside the premises. Organisers are reminded that they have the right to refuse admission to any person.

- (a) Intoxicating liquor must not be brought into or consumed on the premises by people under the age of 18.
- (b) Liquor is only allowed in the Hall in accordance with the requirements of the Sale of Liquor Act 1990.
- (c) Pursuant to the Smoke Free Environment Act 1990 and Council Policy, no smoking is permitted within the Taumarunui War Memorial Hall, i.e. hall, supper room, kitchen, foyer, toilets.

This agreement is personal to the Hirer for the approved purposes and in the hall specified.

Ruapehu District Council reserves the right to amend the Conditions of Hire and/or the Schedule of Charges from time to time and such amended Conditions or Charges shall apply to each and every succeeding hire period notwithstanding that the Hirer may not have received any prior notification.

## SUMMARY OF EQUIPMENT AVAILABLE

	ITEM	QTY
Kitchen	Electric Stoves	2
	Urn	1
	Pie Warmer	1
	Refrigerator	1
	Fire Extinguishers	1
	Teapots	4
<b>Hire</b>	** White Crockery settings (cups, saucers, small plates, dinner plates, bowls)	<b>80</b>
	** Cutlery settings	<b>80</b>
	Assorted Red-Ring crockery (plates, cups, saucers, bowls) available on open shelving	<b>50</b>
Hall/Foyer/Supper room	Serving Trolley	2
	Chairs – Green Plastic	<b>280</b>
	Tables	<b>30</b>
	Screens	<b>6</b>
	Fire Hose	1
	Fire Hose	1
	Upright Piano	2
	Steps to Stage	1
	Telephone	1
	Fire Extinguisher	1
	Stage	Ladder
Stage Curtain		<b>N/A</b>
Black Backdrop Curtains		<b>N/A</b>
Fire Hose Reel		1

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First Warden

\_\_\_\_\_

\_\_\_\_\_

Name

Signature

Second Warden

\_\_\_\_\_

\_\_\_\_\_

Name

Signature

Date

.....

Confirmed by Council Officer

.....

# YOUR PRIME CONCERN IS SAVING LIVES