



RUAPEHU DISTRICT COUNCIL

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For Council Use

Hireage of the Manunui 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 Manunui Hall is a building with a designated purpose of "Recreation and Community Activity" under the Ruapehu District Plan.

The Manunui Hall is to be used principally for the assembly of people for the purposes of recreation, entertainment, cultural instruction, worship and deliberation. No banners or signs to be erected outside without Council's permission.

All other activities, eg: 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
Occasional Users			
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		
Regular Users – only by arrangement			
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 Bond	Please see Fees and Charges		
TOTAL FEE PAID			\$

Information

If the hall requires cleaning after customer use, Council will charge at cost and this will be deducted from your bond.
Some cups, plates and cutlery are available with the hall hire.

Office Use Only

File P88-0010 **Code Ref:** TMH (Hireage) 42 50 21 1100 **Code Ref:** TMHB (Bond) 90 00 00 9702

Receipt Number _____ Date Fee Paid _____

Bond Refunded on Purchase Order _____

Date Bond Refund Confirmed by Property Team _____

Reason for Bond Withheld _____

Request for Service No: _____ Key Issued No _____

FIRE WARDEN'S DUTIES IN THE EVENT OF A FIRE

On Report of a Fire:

CHIEF WARDEN

- 1 Initiate Evacuation

PHONE 111 FOR FIRE BRIGADE

- 1 Ensure the hall is evacuated. Check toilets, kitchen, supper room.
- 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 Grass area left 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 – under stage area, kitchen area and public toilets in main foyer.
- 3 If anyone remains in the premises, note their location.
- 4 Report to Chief Warden and advise details of evacuation.
- 5 Report to assembly area for personnel control "The grass area left of the car park".

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.

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 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 above.

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 MANUNUI 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

MANUNUI HALL CHECKLIST

(To be completed and returned immediately with the keys)

Hirer _____ Hire Date _____

Request for Service Number _____

- All cleaning equipment used from the storeroom by the ladie's toilet returned.
- Kitchen and toilet floors to be washed with specified labelled mop.
- Supper room and main hall to be swept OR
- Supper room and main hall to be washed if food/drink are consumed at event.
- Wipe down supper room tables if used.
- All toilets and urinals checked and cleaned, brushes supplied at each cubicle.
- Stove used cleaned thoroughly if used.
- All rubbish removed or removed to the Taumarunui Landfill in the case of a large event.
- Fire Warden jackets (2) in place.
- Electricity turned off at mains switch on switchboard.
- All exterior doors checked and locked and windows latched shut.

RETURN OF KEY

Key Set No _____ Check Sheet _____ / _____ / 201

REQUEST REFUND OF BOND Hall or Furnishings

Name

Signature

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 supper room.
- (d) If tables are used during the use of the hall these are to be returned to the supper room.
- (e) If food or drink is consumed the floors are to be washed with mops provided for this purpose.
- (f) All floors are to be swept and left in a clean condition.
- (g) All lights to be put out after use and the doors locked and the building left secure.
- (h) Toilets to be checked, flushed and cleaned.
- (i) Supply of toilet paper, hand towels and hand soap by hirer is necessary.
- (j) 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) Cleaning required to bring 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 offices 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 Manunui Hall, ie, 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 Stove	1
	Bench oven and top plate	1
	Fire Extinguisher	1
	Variety of crockery and cutlery available in drawers and cupboards	
	Urn	1
Supper room	Wall Heaters	2
	Chairs – Green Plastic	30
	Tables	2
	Fire Hose	1
	Refrigerator	1
	Fire Extinguisher	1
Stage/Hall	Black Bench seats	45
	Lockable Cabinets	2
	Stage Curtain	1
	Table	1
	Wall Heaters	5