



RUAPEHU DISTRICT COUNCIL

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For Council Use

Hire of Council Chamber – Taumarunui

Outside organisations (up to a maximum of 50 people) will be permitted to use the Taumarunui Council Chamber and peripheral rooms (when not required for Council business) for community-related purposes where, in the opinion of the Chief Executive, the organisation or event is suitable. Alcohol is not permitted (except with the express approval of the Chief Executive or delegate). It is not available for 21st Birthday or Engagement Parties and the like. A refundable Bond will be charged to all non-Council users.

Applicant Details

Name of Person Making Application _____

Organisation _____

Postal Address _____

Contact Person _____

Contact Phone/Email _____

Date of Event From _____ To _____

Date and Time to Vacate Premises _____

Use Regular One-Off Event

Admission and/or Registration Charge Yes No

Type of Organisation Not for Profit Commercial/Business

Intended use _____

Keys

Key Issued? Yes No

Key No Issued _____ Date _____

Hirer's Name (Fire Warden) _____

Hirer's Signature _____

Date Key Returned _____

Key Received by _____ Signature _____

For Office Use Only

Receipt No _____ Date Paid _____

Bond Refund on Purchase Order _____

Date Bond Refund Confirmed _____

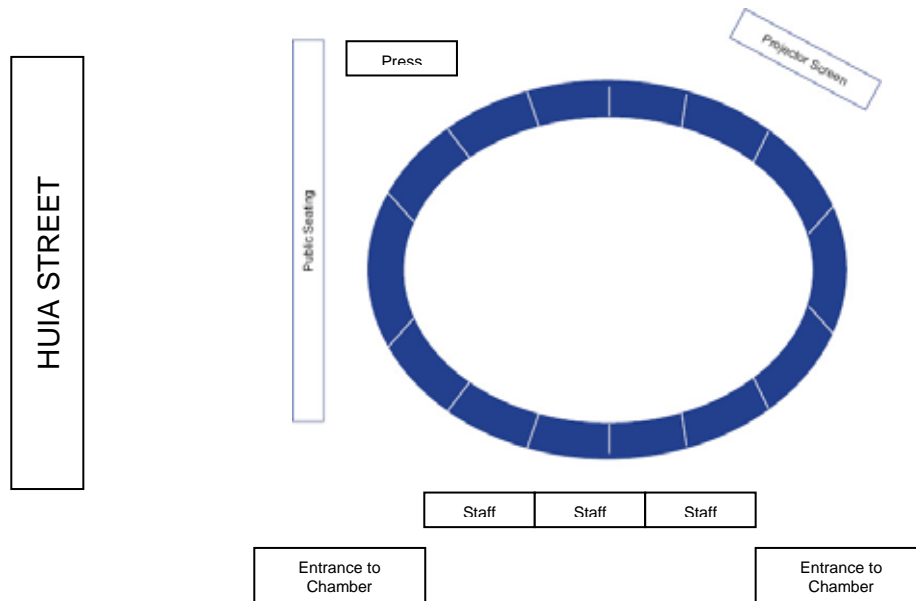
Reason for Bond Being Withheld _____

Conditions of Hire

The hire fee includes use of the Council Chamber, small meeting room off the foyer and Councillors' kitchen, if required (please state when making booking). The reason for these conditions is to enable the next user to be able to use the rooms without having to rearrange furniture or generally clean up before they can start their meeting. The maximum number of persons that can be accommodated is 50.

1. **Hirers should note that Council/Committee/Workshop meetings and Civil Defence emergencies take priority over other organisations, may be called at short notice and could override bookings made beforehand, with consultation.** Any change will be notified to the hirer as soon as practicable. Note that the Council Chamber and Councillors' kitchen are booked for Council/Committee meetings or Workshops on most Tuesdays and are therefore not available on Monday evenings or Tuesdays.
2. A refundable Bond of is required by all users. This will be refunded when the key has been returned and the premises have been inspected and left in a satisfactory condition. The premises will be inspected immediately after the hire period and hirers will be given the opportunity to rectify any problems notified. If not completed to Council satisfaction, any work required to be done by Council staff or contractors will be deducted from the refund.
3. Council staff are not responsible for setting out refreshments or meals, or cleaning up after the hirer, except by special arrangement, in which case, an additional fee will apply. However, the cost of vacuuming the Council Chamber and kitchen is included in the hire fee.
4. All consumables (including tea, coffee, milk, sugar, biscuits, etc) are to be supplied by the hirer. Crockery, cutlery, glasses, water jugs, two microwaves and an oven are available for use. Breakages will be charged for.
5. If refreshments are required, these must be ordered and paid for by the hirer.
6. Approximately 36 chairs are available in the Council Chamber and there is crockery and cutlery for 36 people. Any equipment over and above this is the responsibility and at the cost of the hirer.
7. All tables and chairs in the Council Chamber must be returned to the position shown in the following layout.
8. Any hired equipment must be removed from the Council Chamber immediately, stacked neatly out of the way in the foyer and collected first thing next morning (if an evening hire) or as soon as possible that day (if a day hire).
9. The hirer must ensure all dishes are washed, returned to their storage area and the dishwasher emptied. All sink benches, tables, the microwaves and oven are to be wiped clean and the vinyl floor mopped where preparation and consumption of food or refreshments has taken place
10. All rubbish must be removed from the building by the hirer.
11. Alcohol for sale or consumption of alcohol on the premises is not permitted. Separate permission is required from the Chief Executive for a high quality function serving wine and cheese standard alcohol.
12. The Council building is smoke-free.
13. Toilet facilities are available next to the Councillors' kitchen. At the completion of the hire, all toilets must be cleaned and disinfected and the floor mopped.
14. A datashow projector and screen is permanently set up in the Council Chamber. If you wish to use this equipment, please advise when booking, as you will require operating instructions. Users are required to bring a "memory stick" or DVD for any presentations. If a "memory stick" is used, it must first be checked by Council staff to ensure there are no risks to the Council Information Systems. Please ensure that sufficient notice and time is provided for this service to be undertaken. There is a computer available with Microsoft programmes loaded (eg, PowerPoint, Excel, Word). If you wish to use your own laptop, please provide 2 business days notice to Council to ensure that the appropriate setup is completed prior to your meeting. A whiteboard is available. There is no public address system available at the present time, but the acoustic design is expected to be sufficient without a public address system.
15. Council has no objection to a welcoming Powhiri or other ceremonial greeting or occasion during a working day, but hirers should remember that Council staff are working close by, so noise at other times must be kept to a reasonable level.
16. For the above reasons, the doors to the Council Chamber are to be kept closed during the period of hire. An air conditioning system is installed in the Council Chamber and this will ensure sufficient climate control.
17. During the hours of 8.00am and 5.30pm on normal working days, the air conditioning is automatically switched on. Outside of these hours, the units can be manually turned on for two hours at a time by pushing (ONCE) the button located above the light switches in the Council Chamber.
18. All lights and air conditioning must be switched off when leaving. Note that drapes are on a "draw cord" and should not be pulled manually.
19. Failure to comply with these conditions could result in the organisation not being granted use of the rooms in future.
20. Security – See Issue of Keys for Council buildings.

Layout of Tables in Council Chamber



Please note that the tables can be rearranged to suit the event or function, but must be returned to their original position at the completion of the event. The diagram located by the light switch shows the current layout by table number.

Issue of Keys for Council Buildings

Ruapehu District Council operates a security system for all Council Buildings.

You have been issued a key which opens the front door to the Council Chamber, the Chamber room and the Committee meeting room. This key operates as part of the security network for Council Buildings.

Should a key be misplaced or stolen, it could compromise the integrity of the security system and may require the replacement of a lock. You are required to advise the Executive Assistant to the Chief Executive immediately if a key has been misplaced or stolen.

Because of the type of security system that has been installed, you will be unable to obtain a new key, other than by way of a request to the Team Leader Community Services.

Key holders are not to lend their key to anyone. The key is your responsibility.

The buildings are not alarmed between the hours of 6.00 am and 11.00 pm Monday to Friday. The buildings are fully alarmed out of these hours unless there is staff working in the building.

If you are accessing the building when it is alarmed you will need to take the following steps.

1. Unlock the front door to the building.
2. Go to the alarm key pad and enter your PIN number then press OK.
3. Wait until the welcome message comes up, which will show you if the building alarm is on or off. If the alarm is ON press OFF, If the alarm is off you may proceed into the building.
4. You MUST telephone the monitoring company (0800 number is by the key pad) and advise the length of time you expect to be inside the building and they will advise you what time the other person (s) in the building are expected to be there.
5. If you are the last, or only person in the building, you must reset the alarm when you leave by following the same procedure. If you need to be in the building longer than you originally told the monitoring company, you must phone the company again to give an updated time of departure. If you do not do this, the monitoring company will assume that you have vacated the building without turning the alarm back on and this means they will then call Council staff to advise the building is vacant but unalarmed, which will require a site visit.
6. Go to the alarm key pad and enter your PIN number then press OK.
7. The welcome message will show that the alarm is off. Press ON then lock and leave the building.

Fire Evacuation

The keyholder must carry a cellphone and is to be the Chief Fire Warden in the case of fire. The duties are shown below. Once activated, the fire siren cannot be turned off without a special key held by the Fire Service. Call 111 from the Chief Fire Warden's cellphone.

To the Keyholder

To comply with the Fire Service Regulations, Council requests you read the following instructions and carry out the following duties. As the keyholder, you are appointed Chief Fire Warden and, in the event of a fire, you are responsible for the Fire Warden's duties listed below. A Warden's jacket is hanging behind the door in the Councillors' kitchen. 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, can only be turned off by the Fire Service.

Your prime concern is saving lives.

Fire Warden's Duties

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.
- 3 Put on the Identification Jacket (located behind the door in the Councillors' kitchen).
- 4 Initiate evacuation:
 - (a) Ensure the Chamber, toilets, Councillors' lounge and Councillors' kitchen are clear.
 - (b) Ensure any smoke stop doors on route of exit are closed.
 - (c) Note the location of persons remaining on the premises, including disabled persons, fire control personnel, etc.
 - (d) Proceed to designated assembly area – the footpath in front of the Civic Centre – and check for missing persons.
 - (e) Report to head of Fire Service attending.
 - (f) Report to assembly area for personnel control.
 - (g) Only if conditions permit, and it is safe to do so, should any attempt be made to extinguish the fire.

Deputy Warden

Only to act (as above) in absence of Chief Warden.