



RUAPEHU DISTRICT COUNCIL

Private Bag 1001, Taumarunui 3946, New Zealand
Telephone 07 8958188 Fax 07 8953256
Email info@ruapehudc.govt.nz
Website www.ruapehudc.govt.nz

Hireage of Manunui Hall

Applicant Details

Name of Person/Group/Organisation
Postal Address (for refund of bond)
Bank Account Details (for automatic refund of bond)

Phone

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 (or supplied within a ticket sale) has a Special Licence been applied for?	Yes	No
<i>If no, please contact Council Health & Liquor Team to check the requirements for this.</i>		
Is food being served?	Yes	No
<i>If yes, please contact Council Health & Liquor Team to check the requirements for this.</i>		

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

I have read and understood the Fire Warden's Duties in the Event of a Fire and have allocated a Chief Fire Warden and Second Fire Warden for our event and have had the certificate on page 3 of this form signed by a Council officer.
I have read the notice above and agree to be the responsible person for any problems resulting from the hire of the hall.

Name Signature Date

Completed forms can be emailed to info@ruapehudc.govt.nz or handed in at any Council office in the Ruapehu District.

Fees

DESCRIPTION	UNIT CHARGE (See Fees & Charges)	QTY	TOTAL CHARGE
Half Day Hire (up to 4 hours during the day)			
Full Day Hire (8am to 4.30pm, return key by 5pm same day)			
Evening Function (from 4.30pm, return key by 10am following day)			
Hourly Rate (Regular users only, by arrangement)			
Cleaning Charge		1	
Hall and Key Bond		1	
TOTAL FEE PAID			

Information

If the hall requires additional cleaning after use, Council will charge at cost and this will be deducted from your bond.
A list of dinnerware, cutlery and other equipment available at the hall is provided on page 6 of this form.

Office Use Only

Code Ref: TMH (Hireage) 42 50 21 1100

Code Ref: TMHB (Bond) 90 00 00 9702

Receipt Number Date Fee Paid

Key Number

Bond Refunded on Purchase Order

Date Bond Refund Confirmed by Property Team

Reason for Bond Withheld

Request for Service No:
Hall BookingRequest for Service No:
Hall Cleaning

FIRE WARDEN'S DUTIES IN THE EVENT OF A FIRE

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 below. Warden's jackets are hanging in the office of the hall's Main Foyer.

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

On Report of a Fire:

CHIEF WARDEN

- 1 Ensure the Fire Service has been notified as per 111 Call.
- 2 Put on Identification jacket (behind kitchen door).
- 3 Initiate Evacuation:
 - 3.1 Ensure the hall is evacuated. Check toilets, supper room and kitchen.
 - 3.2 Ensure all smoke stop doors on route of exit are closed.
 - 3.3 Note the location of persons remaining in the premises, including disabled persons, fire control personnel etc.
 - 3.4 Proceed to designated assembly area "The grass area left of the car park" and check for missing persons.
 - 3.5 Report to Head of Fire Service attending.
 - 3.6 Report to assembly area for personnel control.
 - 3.7 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 jacket (behind kitchen door).
- 2 Assist evacuation of the hall – check under stage area, toilets, kitchen and supper room.
- 3 If anyone remains in the premises, note their location.
- 4 Report to Chief Warden and advise details of vacuation.
- 5 Proceed to designated assembly area "The grass area left of the car park".

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

MANUNUI 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 ladies toilets returned.
- Kitchen and toilet floors to be washed with specified labelled mop.
- Supper room and main hall floors swept OR
- Supper room and main hall floors washed if food/drink are consumed at the event.
- _____ Wipe down supper room tables if used.
- All toilets and urinals checked for general tidiness
- Stoves cleaned thoroughly if used.
- Fire Warden jackets (2) in place.
- _____ Electricity turned off at mains
- All exterior doors checked and locked and windows latched shut.
- All rubbish removed from premises.

RETURN OF KEY

Key Set No _____ Check Sheet _____ / _____ / _____

REQUEST REFUND OF BOND

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) 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) Toilets to be checked and flushed .
- (h) 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 Manunui 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 Stove	1
	Urn	1
	Bench oven and top plate	1
	Refrigerator	1
	Variety of crockery and cutlery available in draws & cupboards	1
Supper Room	Wall heaters	2
	Chairs - green plastic	30
	Tables	2
Hall/Stage	Chair Trolley	1
	Black bench seats	45
	lockable cabinets	2
	Table	1
	Wall Heaters	5

The hall also includes a stage (with steps up to this) and curtains

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SECOND WARDEN

- 1 Put on Identification jacket (behind kitchen door).
- 2 Assist evacuation of the hall – check under stage area, toilets, kitchen and supper room.
- 3 If anyone remains in the premises, note their location.
- 4 Report to Chief Warden and advise details of evacuation.
- 5 Proceed to designated assembly area "The grass area left of the car park".

Name of First Warden:

Name of Second Warden:
