



# Hireage of Miriama Community Centre

## 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 &amp; Liquor Team to check the requirements for this.</i>		
Is food being served?	Yes	No
<i>If yes, please contact Council Health &amp; Liquor Team to check the requirements for this.</i>		

### IMPORTANT NOTICE TO ALL MIRIAMA COMMUNITY CENTRE USERS

The Miriama Community Centre is a building with a designated purpose of "Recreation and Community Activity" and is to be used principally for the **assembly of people (275)** 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, e.g. commercial activities (including markets/stalls), fall outside of that designated purpose and therefore applications to hire will not be accepted.

The car park is included in the lounge hireage and includes all of the area shared with the Taumarunui Cosmopolitan Club. A list of other items included in the hire of the lower lounge can be found on page 6 of this form.

Users of the Centre will need to stack the tables and chairs, vacuum the carpet and sweep the floors on departure using the equipment provided. Users are also expected to do the dishes, leave the kitchen tidy and remove all rubbish from the premises after use.

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

Users need to ensure that the heat pumps are turned off on their departure. Failure to do so may result in a cost for this being deducted from your bond.

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 6 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 Centre hireage.

Name

Signature

Date

**Fees**

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

**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:

Centre Booking

Request for Service

No: Centre Cleaning

## MIRIAMA COMMUNITY CENTRE DEPARTURE CHECKLIST

On your departure from the Centre please complete the below checklist and return to Council with the keys on the first working day following your booking.

Hirer Name

Date of Hire

Return cleaning equipment to cleaning cupboard.

Stack chairs against car park wall in supper area.

Wipe down tables and stack in twos against Miriama Street wall in supper area.

All rubbish removed to the Taumarunui Landfill located at Golf Road.

Fire Warden jackets (2) in place behind kitchen door.

All lights and heat pumps turned off.

All exterior doors checked and locked and windows latched shut.

Carpets vacuumed and floors swept

Dishes done and put away, kitchen benches wiped down

Final Exit checklist ticked & signed for each day Centre used

### REQUEST REFUND OF BOND

*(Bond refund will be processed on receipt of completed checklist)*

Name

Signature

## CROCKERY AND CUTLERY COUNT

Hirers are to count and stack all dinner plates, side plates and soup/dessert plates and place in the cupboards.  
**Any broken items are to be noted on the form**

### CROCKERY COUNT

Number of large dinner plates

Number of broken dinner plates

Number of side plates

Number of broken side plates

Number of soup/dessert plates

Number of broken soup/dessert plates

Number of mugs

Number of broken mugs

### CUTLERY COUNT

Number of knives

Number of forks

Number of dessert spoons

Number of teaspoons

**Signed**

## INFORMATION REQUIREMENTS

### GENERAL

The organisation or person who has booked the lounge, "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 next working day (during office hours) following all day or evening use.
- (b) Safety of the lounge and its assets for the duration of the booking.
- (c) If chairs are used, these must be stacked in the supper area against the car park wall on departure.
- (d) If tables are used, these must be stacked in the supper area against the Miriama Street wall on departure.
- (e) Carpets to be vacuumed and all floors to be swept on departure (Council will undertake the cleaning of the toilets).
- (f) Leave kitchen clean and tidy with dishes done and put away, benches wiped and ovens left clean.
- (g) All lights to be put out after use and the doors locked and the building left secure.
- (h) **No items are to be pinned or taped to the walls.**
- (i) **No masking tape is to be stuck to the floor.**
- (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 hire charge. 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 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 officers outside normal business hours.
- (g) Failure to turn heat pumps off (incurring high power costs)

### TIMES

Please vacate the lounge by 4.30pm following an all-day function. Night functions are to finish by 1.30 am with the clean-up completed by 7.30am 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 LOUNGE 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 lounge 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) Alcohol must not be brought into or consumed on the premises by people under the age of 18.
- (b) Liquor is only allowed in the lounge in accordance with the requirements of the Supply of Alcohol Act 2012.
- (c) Pursuant to the Smoke Free Environment Act 1990 and Council Policy, no smoking is permitted within the Miriama Community Centre, i.e. lounge, kitchen, bar, store rooms and toilets.

This agreement is personal to the Hirer for the approved purposes in the lounge

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
<b>Kitchen</b>	Electric Stoves	2
	Urn	2
	Pie Warmers	2
	Deep Fryers	1
	Refrigerator	4
	Teapots	2
	Fire Extinguisher	1
	Mini Fridge	1
	Mugs	103
	Dinner plates	130
	Soup/dessert plates	148
	Side plates	126
	Knives	104
	Forks	127
	Spoons	92
	Teaspoons	120
	Can opener	1
	Potato peeler	1
	Egg slice	1
	Garlic crusher	1
Salt and Pepper shakers	17	
<b>Supper Room</b>	Chairs	131
	Tables	28
	Trestle Tables	7
	Screens	12
	Fire Hose	1
	Platform stage	6
	Heat pump remote	1

An additional 100 place sets are available for by request. This if for use in the Centre only.

**Please note that there is no freezer available at the Centre.**

**Consumables for the toilets are included in the cost to hire the Centre.**

**The Hirer needs to supply the following:**

Dishwashing liquid  
 Pot scrubs/scrubbing brush  
 Dishcloth  
 Tea towels  
 Oven glove  
 Serving and oven dishes and utensils

*Please note that the equipment list is up to date at the time of writing and Council takes no responsibility for any equipment that is missing or not available at the time the Centre is used. It is up to the user to ensure they have the equipment required for their event.*

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

On Report of a Fire:

### CHIEF FIRE 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 Fire Warden identification jacket (found behind kitchen door).
- 4 Initiate Evacuation:
  - a Ensure the lounge is evacuated. Check toilets, kitchen, bar and store room.
  - b Note the location of persons remaining in the premises, including disabled persons, fire control personnel etc.
  - c Proceed to designated assembly area "The footpath in Miriama Street corner of car park" and check for missing persons.
  - d Report to Head of Fire Service attending.
  - e Only if conditions permit, and it is safe to do so, should any attempt be made to extinguish the fire.

### SECOND FIRE WARDEN

- 1 Put on Fire Warden identification jacket (found behind kitchen door).
- 2 Assist evacuation of the lounge
- 3 If anyone remains in the premises, note their location.
- 4 Proceed to designated assembly area "The footpath in Miriama Street corner of car park" and report to Chief Fire Warden and advise details of evacuation.

### FIRE EVACUATION

The key holder is to be Chief Fire Warden in the case of a fire.

Once activated, the fire siren cannot be turned off without a special key held by the fire service. Call 111.

### TO THE KEY HOLDER

To comply with the Fire Services Regulations, Council requires that you have read the above instructions and carry out the following duties.

As the key holder you are appointed Chief Fire Warden, and in the event of a fire you are responsible for the Fire warden's duties listed above. Warden Identification jackets are hanging behind the kitchen door. You must also appoint someone attending your function as a Second Fire Warden to carry out the Second Fire Warden's duties as listed above.

Please note that the siren, once activated should be left going until the lounge is evacuated and cleared by the Fire Chief. The siren cannot be turned off without a special key held by the fire department.

Please ensure you familiarise yourself with the location of the fire alarm switch (between the kitchen and toilets) and the assembly point (The footpath in the Miriama Street corner of the car park). For each day you use the Centre, check the final exits from the building are clear prior to your event commencing and tick and sign the Final Exit Checklist (on a clipboard on the kitchen wall to the left of the sink)

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

Chief Fire Warden

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

Second Fire Warden

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

Date

\_\_\_\_\_

Confirmed by Council Officer

\_\_\_\_\_

## YOUR PRIME CONCERN IS SAVING LIVES