



RUAPEHU DISTRICT COUNCIL

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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

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 TAUMARUNUI WAR MEMORIAL HALL USERS

The Taumarunui War Memorial 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.

The Taumarunui War Memorial Hall No banners or signs to be erected outside without Council's permission. **Due to Earthquake Assessment, maximum users per event are advised not exceed 150 people and is at the users own risk.**

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	
Extra 80 place sets of White Crockery and Cutlery			
TOTAL FEE PAID			

Additional User Pay Fees

Heating of wall heaters is by meter in foyer (\$2 coins required)

Information

The car park is included in the hall hireage, however can also be hired separately. If hired separately and using power from the hall, a cost will apply.

A list of other items included in the hire of the hall can be found on page 6 of this form.

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

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

Bond Refunded on Purchase Order

Date Bond Refund Confirmed by Property Team

Reason for Bond Withheld

Request for Service No:
Hall Booking

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:
 - 4.1 Ensure the hall is evacuated. Check toilets, public toilets in foyer, supper room and kitchen.
 - 4.2 Ensure all smoke stop doors on route of exit are closed.
 - 4.3 Note the location of persons remaining in the premises, including disabled persons, fire control personnel etc.
 - 4.4 Proceed to designated assembly area "The Footpath in front of the Car Park" and check for missing persons.
 - 4.5 Report to Head of Fire Service attending.
 - 4.6 Report to assembly area for personnel control.
 - 4.7 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

TAUMARUNUI WAR MEMORAL HALL CHECKLIST

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

Hirer _____

Hire Date _____

- 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 _____ / _____ / _____

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 and stacked in groups of ten.
- (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 7.30am 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 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
	Teapots	3
Crockery available on open shelving		
	White dinner plates, side plates, bowls	100
	Cutlery - knives, forks, spoons, teaspoons	100
	Railway cups	45
Additional Crockery Available for Hire		
**	White Crockery settings (cups, saucers, small plates, dinner plates, bowls)	80
**	Cutlery settings	80
Hall/Foyer/Supper Room		
	Chair Trolley	1
	Chairs - Green Plastic	250
	Flip Tables	9
	Down Tables	15
	Screens	1
	Upright Piano	1
	Steps to Stage	
	The hall also includes a stage (with steps up to this) and curtains	1