

MASTERTON DISTRICT COUNCIL

161 QUEEN ST
 PO BOX 444 MASTERTON
 T 06-370-6300 F 06-378-8400
 Email : mdc@mstn.govt.nz

**RURAL HALL HIRE – APPLICATION FORM**

DETAILS OF HIRER		NB: <u>District Council Venues are Smoke Free</u>
Name of Organisation/Individual:		Postal Address:
Booked by:		Mobile Phone:
Telephone:		Email:
TYPE OF FUNCTION		NUMBERS ATTENDING (APPROX)
• Will there be alcohol at the function	Yes / No	
• Are you selling goods	Yes / No	
NAME OF HALL:		

DATE(S)	Doors Open	Function Start	Function Finish	Doors close (approx)

Key Bond	\$100.00
Venue Hire	\$
Total venue hire price (inc GST)	\$

<p>AGREEMENT</p> <p>The attached conditions of hire have been read and are accepted</p> <p>-----</p> <p>Signature for hirer</p> <p>-----</p> <p>Name of person responsible for function (Please print)</p>

MASTERTON DISTRICT COUNCIL

RURAL HALL HIRE AGREEMENT

Hirer:

Hall:

Date:

Conditions of use

The following requirements must be adhered to at all times:

Functions involving alcohol

Council policy requires all hirers to obtain a licence for the consumption or sale of liquor as appropriate from the Masterton District Licensing Agency (20 working days' notice is required) A fee will be charged.

Payment of hall rental

To be paid at the Council offices to confirm booking. A bond of \$100 is also to be paid. If all in order the full bond will be returned. The key is to be returned on the next working day following the function or by arrangement.

Fire Evacuation

Telephones are not provided in rural halls; please ensure you have a cell phone available.

The hirer is to ensure they are familiar with the location of fire extinguishers (being careful not to activate the extinguisher) and emergency exits before the function commences.

The hirer is to ensure that the evacuation routes are clear of obstructions during the function and the exit doors are clear at all times.

It is the responsibility of the hirer to ensure that in the event of an emergency, the users are evacuated immediately from the building via the nearest exit and to stop the re-entry of persons back into the hall.

Overnight stays

Under the building regulations overnight stays are not permitted.

Cleaning Materials

Brooms, mop and bucket are available for use by the hirers. Hirers are to provide their own cleaning products.

Toilet Supplies

A limited amount of toilet supplies provided, extra items are to be provided by the hirer.

Decorating the hall

When decorating, please do not put staples, pins or nails into the walls or timber work.

Condition of hall

The hall is to be left in a clean and tidy condition, if not, the hirer will be responsible for all repairs and cleaning costs.

All doors and windows are to be locked and the main power supply is to be turned off.

All rubbish is to be removed from the property.

Maintenance Work

The halls are checked prior to a booking; however, it would be appreciated if when returning the key we are advised of any work that needs to be carried out.

Power supply

Please ensure the power is switched off when vacating the property.

Emergency contact numbers

After business hours - 06 378 7752 Business Hours 06 370 6300

I agree with the above conditions of hireage.

SIGNED:

DATE:

IN THE EVENT OF A FIRE

As rural halls do not have telephones -please use a cell phone or in the event of an emergency go to nearest neighbouring property with a landline

Phone 111 for fire brigade – the address for this property is

—

Request that everyone evacuates the building immediately in an orderly fashion via the nearest exit and gather near the front of the building

Please help anyone who requires assistance.

Where possible close all doors and windows to stop the fire from spreading

Make sure everyone has evacuated and ensure no one re-enters the building

Report to the Fire Service on their arrival

**Advise Council by telephoning:
06 378 7752 After hours
06 370 6300 Business hours**