

# Colin Pugh Sports Bowl

<b>CONTACT DETAILS OF HIRER</b>	
Name of Organisation/Individual:	Postal Address:
Booked by:	Mobile Phone:
Telephone:	Email:
Event Date/s Start and finish times	
<b>TYPE OF FUNCTION</b> <ul style="list-style-type: none"> <li>• Sport Event:</li> <li>• Music Event:</li> <li>• Other:</li> </ul>	<b>APPROXIMATE ATTENDANCE</b>

## **CONDITIONS OF HIRE**

All hirers and users of the Colin Pugh Sports Bowl must leave all areas as they are found and the following rules must be adhered to at all times:-

### **1. BOOKINGS AND CANCELLATIONS**

Bookings are to be made via the Sporty website <http://www.sporty.co.nz/wrawtt/> or through the council offices on (06) 370 6300

#### **DEPOSIT**

- A deposit of \$200 must accompany every booking unless waived by management.
- Dates may be penciled in, but bookings must be confirmed not less than two weeks before the date required,
- Deposits will be refunded in case of cancellations minus \$20 booking fee if the bookings are cancelled with less than two weeks' notice.
- Deposits will be forfeited if notice given is less than 10 working days.

#### **PAYMENT OF HIRE CHARGES**

- (a) Hirers will pay the balance between the deposit and anticipated total hire fees not less than 48 hours prior to the function.
- (b) The above condition will be waived only in respect of local hirers, or at Council's discretion.

### **2. PREPARATION CLEANING & DISMANTLING**

- (a) Hirers will be responsible for all preparation, dismantling and cleaning of the facilities in respect of their bookings, unless otherwise arranged with the Custodian.
- (b) The Council reserves the right to charge a fee for any assistance given by the Custodian or any other Council staff in respect of preparation, cleaning and pack down.

### **3. UNCLEANLINESS & DAMAGE**

- (a) If the Sports bowl facilities are not left in a clean and tidy condition and/or not satisfactorily cleaned the deposit becomes a penalty, and not part payment of the hire charge.
- (b) The hirer shall be liable for any damage.
- (c) Council reserves the right to charge a fee for extra cleaning required when the facility is left in a dirty condition, the fee will be based on labour charges and materials involved.

### **4. PROVISION OF EQUIPMENT**

- (a) Portable structures – including athletics equipment
- (b) Chairs and Tables
- (c) Barbeques – are to be used on grass areas only. Any spills must be cleaned up prior to event finish
- (d) Timing equipment – availability on enquiry

### **5. RUNNING TRACK SPIKES**

Athletes can only use the correct form of spike, these must be inspected by officials before the commencement of the event to ensure no damage to track surface occurs.

### **6. LOCATION OF SERVICES**

Available on request

### **7. MOTOR VEHICLES**

Are not permitted on the track surface. Plywood is stored in the track gear shed which can be utilized for vehicles to access the in-field. Vehicles must also not cross the run rail as it is easily damaged. Please discuss options for access with the Custodian.

**8. SUB-LETTING**

The tenant shall not sub-let without consent of the Council.

**9. RIGHTS OF COUNCIL**

- (a) Custodians, Safety Officer and Electrician shall have full access to the buildings located at the Sports bowl at all times during a tenancy or event.
- (b) The Council reserves the right of entry at any time during any engagement for the purposes of supervision.
- (c) The Council reserves the right to alter any charge or condition without notice and the decision of the Council about the type of function for the purpose of charges is final.
- (d) The Council reserves the right to refuse any booking.
- (e) Any officer of Council on production of an authorised warrant and whilst on Council business may enter in or upon any council property at any time.

**10. FACILITIES**

Any organisation or person hiring the facilities must complete the Venue Hire Application Form

**11. SECURITY**

The Council reserves the right to require the employment of Security Guards for certain types of functions.

**12. GENERAL**

The facilities will be opened by arrangement before commencement of a booking. Any faults of any description within the hired areas must be referred to the Custodian who is on duty.

**13. SMOKING**

All areas of the Colin Pugh Sports Bowl are smoke-free.

**14. INSURANCE**

The council will not be responsible for any damage or theft of any items belonging to any hirer

**16. RESPONSIBILITY**

It is the responsibility of the hirer to see the Custodian as early as possible before the event. If any special instructions are to be given.

The hirers must provide the name and phone number of the person in charge of the function who will take responsibility for any emergency evacuation that may be required at any time during the hire period. The person must be aware of fire hoses and other safety equipment and exits from the building/grounds.

**16. HEALTH & SAFETY**

- Safe working practices in accordance with current Health and Safety regulations must be used at all times.
- Hirer is responsible for reporting **all** incidents/accidents and near misses to the Council at as soon as possible.
- Bookings and events must supply Risk management systems for all events **before** commencement of event.

**AGREEMENT**

The attached conditions of hire have been read and are accepted

\_\_\_\_\_  
Signature for hirer

\_\_\_\_\_  
Signature for Masterton District Council

\_\_\_\_\_  
Name of person responsible for function (Please print)

\_\_\_\_\_  
Contact Phone number

**Your booking has been pencilled in, please complete form and return to Council as confirmation**