

# RUKUHIA COMMUNITY HALL SOCIETY INC. COMMITTEE

I \_\_\_\_\_ (Print Name), The 'Agreed User', agree to occupy the Rukuhia Community Hall/Lounge and property, on the following conditions. Date: From \_\_\_\_\_ to \_\_\_\_\_

- CHARGE:** The hall charge (plus bond) are to be paid at least two weeks in advance to the Rukuhia Community Hall Society Committee (the 'Hall Committee') through the Rukuhia School Office. Use of the hall **does not** include school grounds, tennis courts or swimming pool unless by separate written arrangement.
- BOND PAYMENT:** (Includes Key Deposit): The bond will be refundable upon condition that no damage arises from the use of the facility. The Hall Committee reserves the right to deduct any of, or the entire bond to defray costs for damage caused by the Agreed User. Repair costs above the amount of the bond will be invoiced separately.
- KEY:** The key to be collected and returned to the Rukuhia School Office during school hours or by arrangement.
- PRIORITY USE:** Rukuhia School and the Hall Committee have priority use of the hall.
- SMOKING:** The Rukuhia School and Hall Committee operate a no-smoking policy. No smoking is permitted at anytime in the hall or on the school property.
- ALCOHOL AND BANDS:** No alcohol or bands are permitted without the prior approval of the Hall Committee.  
A Special License must be obtained from the Liquor Licensing Inspector, Waipa District Council (Te Awamutu), if alcohol is to be sold (Sale includes door or ticket sales).
- CLEANING:** The hall (including the floor) must be left in a clean and tidy condition before vacating the hall. Cleaning equipment is available. If the hall has to be cleaned by hall staff then your group will be charged for this cleaning cost. All rubbish is to be removed from the hall/school property by the Agreed User.
- PARKING:** Parking is restricted to the sealed areas only. Any damage to the gardens, lawn and grass areas will be repaired at the Agreed Users cost.
- FIRE EVACUATION:** Rukuhia School and the Hall Committee Fire Evacuation procedures apply. Please see the signs on display in all areas of the hall for details of this procedure.
- NOISE:** Noise must be kept at a reasonable level at all times and in any event no excessive noise as defined in Section 326 of the Resource Management Act 1991 is to be created and if Noise Control Officers are called and the noise is assessed by them to be excessive, the bond will be forfeited. The internal noise as measured by the noise meter within the hall shall not exceed (100 decibels) between 8.00 pm and 7.00 am.
- OSH** When using the hall, consideration of the health and safety of occupants is the responsibility of the Agreed User. OSH regulations must be adhered to. Therefore anything that may potentially cause fire or damage to the hall may not be brought onto the premises. E.g. Fireworks, equipment, plant or fittings that may cause damage or injury.
- VACATION TIME: The Hall must be vacated no later than 1.00 am.**
- DECORATIONS:** Decorations **are not** to be attached to the premises. Nails, staples, pins or similar, are not to be driven into floors, walls or ceilings or any furniture and fittings. Sellotape is not to be affixed to any hall surface.
- EXTRA FITTINGS:** No extra fittings or appliances (heaters) are to be attached, or any alterations made, to the electrical circuit without permission. Heating is provided by way of coin fed meters (Agreed User to provide coins).
- FURNITURE:** Agreed User is to place furniture in the position in which it was found. Chairs are to be left neatly stacked, **do not stack tables.**
- SUBLETTING:** Subletting is prohibited.
- PROPERTY DAMAGE:** Any loss, or damage, to the Hall property will be the responsibility/cost of the Agreed User.
- INSPECTION:** The Hall Committee have the right of admittance to all parts of the hall at all times for the purpose of inspection. After use the premises will be inspected by the Hall Committee prior to release of the bond.
- DENY USE OF HALL:** The Hall Committee reserves the right to deny the use of the facility to any Agreed User it deems to be unsuitable or incompatible with the principle use of the facility.
- CANCELLATIONS:** Two weeks prior notice is required. Failure will result in forfeiture 50% of cost recovery charge.

## HALL CHARGES

Weekday charges (Includes Monday to Thursday) \$20 per hour \$100 day or night

Weekend Charges (Includes Friday, Saturday and Sunday) \$300 day or night

Bond (Includes key deposit) \$1000.00 (Fully refundable, subject to conditions above being met).

Lounge only is available on request/negotiation.

(The Hall Committee reserves the right to vary charges, particularly for local community residents/groups/activities).

## RUKUHIA COMMUNITY HALL SPECIFICATIONS

Main Hall Area 18mx12m, Supper Room/Lounge Area 8.5mx4.5m. Facilities include: Sink/Bench, Stove/Oven, Fridge & Freezer, Dishwasher, Heaters. Furniture (10 tables and approx 100 Chairs).

Bathroom Facilities – Separate Male and Female toilets with hand basins & showers (both with wheelchair access).

Internet and Projection Facilities can be provided upon request/negotiation.

Contact Details: Rukuhia School (07) 843 6967, Fax (07) 843 6987

# Agreed User Information / Contract

Organisation \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Contact Numbers:

Phone \_\_\_\_\_

Mobile \_\_\_\_\_

Identification:

Type \_\_\_\_\_

Reference No \_\_\_\_\_

Declaration:

I \_\_\_\_\_ accept the conditions of use.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## OFFICE USE

User Charge	\$	Bond (Cash Only)	\$	
Deposit Made	\$	Date	Received By	
Further Payments	\$	Date	Received By	
Bond Reimbursement	\$	Date	Signed by Agreed User	

This form is your proof of payment. All payments will be received by the Hall Committee Treasurer if required on completion of the contract.