



# Pukekohe North School

Princes Street, Pukekohe. Phone 0-9-238-8552

## Hall Hire Agreement

Our Hall interior has been refurbished (March 2019) and we are proud of the work that the GoForth Trust placed into making the environment so inviting. Please, work with us to maintain the hall has a wonderful space to use, learn and grow through. This hall agreement will ensure all users respect and care for Pukekohe North School's facility.

### Conditions of Hire

#### **Costs:**

- The Cost is \$50 per hour for a minimum of 2 hours or \$200 per day
- Hours of use will be monitored through the setting and un-setting of the alarm.
- No refund will be given for hours not used. Excessive time over runs will be deducted from the bond.
- Payment for hire must be made in advance.
- Bond of \$500 in advance.
- A charge of \$50 per hour will be made for any additional cleaning required in the hall or in the grounds should users not abide by this agreement
- This agreement shall be deemed a Tax Invoice for the payment of GST.
- Any damage is the responsibility of the person or groups hiring the venue. Any callouts for security or fire alarms are the responsibility of the hirer.

#### **Bookings:**

Bookings can only be made with at the school office during office hours (8.30am – 3.30pm). The booking is secured by signing a contract and payment of the bond and deposit at least two weeks in advance.

Phone the school on (09) 238-8552

#### **Deposit:**

A deposit of \$50 is to be paid at time of booking. If the booking is cancelled the deposit will be forfeited.

#### **Bond:**

A bond of \$500 is required and must be made available either by way of a cheque/ automatic payment or a copy of your credit card details. This will be held at the school office and will be returned to the hirer at the termination of the hire agreement provided that the BOT is satisfied with the condition in which the hall is left.

Our school bank account # is **12-3109-001206800-50**

#### **Parking:**

Parking in the school grounds is: to be in designated carpark areas ONLY or along Beatty Road.

#### **Decoration:**

No decorations are to be attached to any wall, door, ceiling or window surfaces.

No stilettos or sprigged shoes are allowed on the floor.

**Fire Extinguishers:**

X1 Extinguisher in the Kitchen to the right of the door

X1 Extinguisher in the main hall body to the right of the entrance doors

**What Pukekohe North School will provide to the hirer:**

A hall 25 metres x 20 metres floor area

A Stage area 10 metres by 5 metres

Deck area 30 x 3 metres

A Foyer Area

Mens' and Womens' toilets

A Kitchen – Stove / Pie Warmer / Dishwasher / Rheem ECO Boiling Water Dispenser / Servery

X Seats = 60 x lots of 4 = 240 seats

X Tables x 5

X 3 Brooms

X 4 Buckets

X 4 Mops

X Cloths

X 1 Vacuum Cleaner

Rubbish Bins / Bags

Toilet Brushes

Toilets / Disabled Toilet

**Pukekohe North School does not provide:**

Cleaning items – disinfectants / cleansers

Fridge / Freezer

Cutlery / Crockery

Glasses

Sound Systems

Public Address Systems

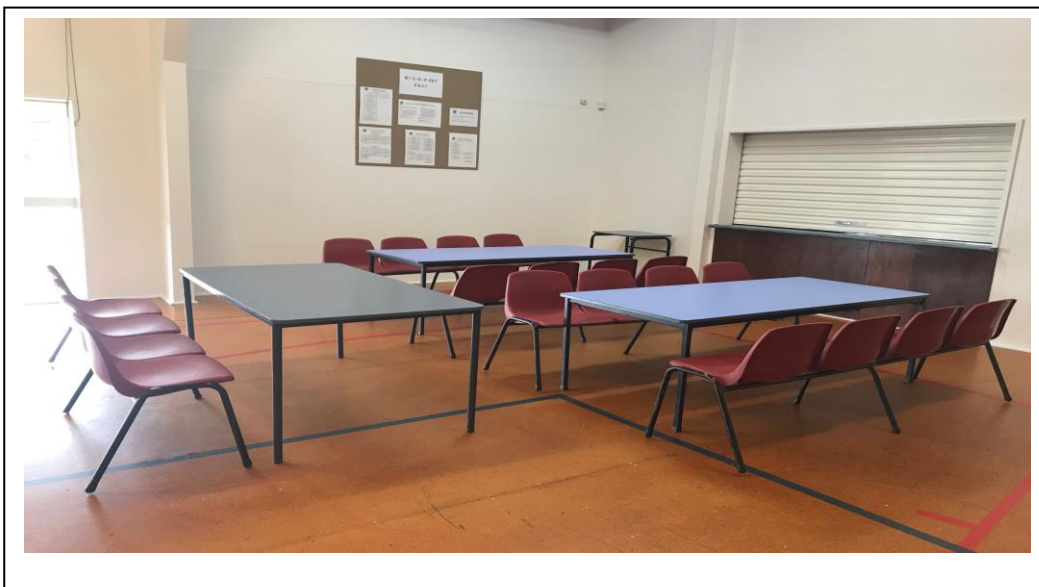
Extension Cords / Multi-boxes

**Pukekohe North School Hall Hire - Terms and Conditions**

1. Conduct at every function held in and around the hall must comply with Auckland City Council bylaws.
2. The hall must not be sub-let.
3. The hirer is responsible for ensuring that before leaving the hall:
  - a) The whole hall; including toilets, kitchen and entrance are clean.
  - b) All rubbish is placed in receptacles provided.
  - c) All items of furniture moved are returned to their original position.  
**(See photos attached to this agreement)**
  - d) All lights and electrical appliances and taps are turned off
  - e) The alarm is set.
  - f) All doors are securely locked.
  - g) All windows are secured.
4. The organization of the stage in the hall will be set by the school and is not to be moved by the hirer due to potential damage to the sports floor. Please provide full details of any set-up required at least 48 hours in advance of event.

5. Damage. The hirer is responsible for the cost of repairs of any damage, other than reasonable wear and tear, that may occur during the period of hire or as a result of the hire age. All damage must be reported to the School Office, within 48 hours of the end of the hire period.
6. The consumption of drugs and alcohol is NOT prohibited in or around the hall and school grounds.
7. The use of chewing gum is not permitted the school premises.
8. The hall will be cleaned immediately after the period of hire unless alternative arrangements have been agreed to by the school.
9. The school accepts no responsibility for any losses or liabilities incurred by the hirer or users of the hall.
10. General Safety and Security – Please ensure that all safety precautions (as required by law) are taken to eliminate injury to persons and damage to the premises and equipment. Please make sure that rooms are not part of this hireage agreement are not entered and that doors that are locked remain so.
11. Provision of First Aid will be the responsibility of the hirer.
12. Kitchen, if used will be left in a tidy and in a clean state.
13. **NOTE:** The hirer acknowledges that they have no right to the exclusive use of the facility. Functions relating to School will get priority. 14 days' notice will be given should this occur unless extra unusual circumstances eg emergency meeting to be held therefore no notice given.
14. No furniture is to be moved into the Hall without permission of the school. Furniture must be lifted NOT dragged across the hall when setting up for meetings or events.
15. An alarm code must be provided by the Hall Hirer for the alarm system. This code must not be passed to anyone other person without permission of the school. Alarm code is changed regularly to ensure security is maintained.
16. In the case of alarm activation, Code 9 security must be called immediately (0800 263 394). If this does not occur and a security patrol is sent, the cost is the responsibility of the hall hirer.
17. AS required by government legislation, the school buildings and grounds are a smoke free environment. NO SMOKING signs must be observed
18. Food is NOT to be eaten in the foyer of the hall
- 19 People are NOT allowed to sleep over or hold noho at the Pukekohe North School as the hall does not have adequate fire-fighting facilities.
20. ALL functions at the hall must end by midnight as the hall is situated in a residential area and we must think of our neighbours.

**All items of furniture moved are returned to their original position.**



**Leaving the Hall clean and ready for the next User:**

**Please ensure that:**

1. The toilets / basins are cleaned and toilets flushed
2. All floors are to be swept
3. All rubbish bins emptied and rubbish removed from site
4. Tables are to be wiped
5. Tables and chairs are to be placed tidily against the walls
6. Breakfast Club tables and chairs are to be placed as per the photograph above.
7. Kitchen – Oven / Pie warmer is to be cleaned and wiped over
8. Benches must be wiped down
9. The deck area outside of the hall must be left clean and tidy

**Fire Safety Plan:**

**See the attached Evacuation and Fire Extinguisher Plan:**

**For any Emergency Situations please call 111.**



# Pukekohe North School

Princes Street, Pukekohe. Phone 0-9-238-8552

## Pukekohe North School Hall Hire:

### TAX INVOICE

**GST No:**

Dated..... 20.....

Agreement No:.....

#### **Parties:**

1. Pukekohe North School, 57 Princes Street, Pukekohe 2120.  
TELEPHONE: 09-2388552, admin@pukekohenorth.school.nz

2. HIRER  
Name of Organisation.....

Address.....

.....  
Telephone No.....

Mobile Phone No. ....

*This should be the number the hirer can be contacted on during the period of hall hiring.*

Name of person responsible.....

#### **Schedule of Principal Terms**

Date of Hire \_\_\_\_\_

Hours of Use: From \_\_\_\_\_ am / pm to \_\_\_\_\_ am / pm

|   |                       |
|---|-----------------------|
|   | Total (GST inclusive) |
| Deposit                                 | \$                    |
| followed by weekly /monthly payments of | \$                    |

Payments are to be made by cheque / online payment / cash

*Please circle appropriate method of payment*

Online payments to Account Number **12-3109-001206800-50** Pukekohe North School

Pukekohe North School agrees to allow the hirer the right to use the Facility specified in the Schedule ("the Facility") upon the terms and conditions of the Agreement.

SIGNED on behalf of Pukekohe North School by :

.....

Signed on behalf of the HIRER By:

.....

Date.....



# *Pukekohe North School*

Princes Street, Pukekohe. Phone 0-9-238-8552

## **Memorandum of Agreement for Long Term Hireage of the Pukekohe North School Hall:**

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Name of Organisation as the Hirer:

Is given permission by the Board of Trustees to use the Pukekohe North School Hall as follows:

Purpose of the Hire \_\_\_\_\_

Day / Days of the Week \_\_\_\_\_

Times \_\_\_\_\_

Person in Charge \_\_\_\_\_ Contact \_\_\_\_\_

Second Contact \_\_\_\_\_ Contact \_\_\_\_\_

This agreement has a duration from \_\_\_\_\_ to \_\_\_\_\_

Pukekohe North School agrees to allow the hirer the right to use the Facility specified in the Schedule ("the Facility") upon the terms and conditions of the Agreement.

Renewals of the hireage will be discussed by the Board of Trustees 2 months prior to the expiry date and the hirer informed of the outcome.

In signing this Memorandum of Agreement, the hirers agree to the rules as stated in the attached Hall Hire Agreement.

The Hall will be checked regularly to ensure that the conditions of the hire are adhered to.

The Hirer is not permitted to deviate from the listed Purpose for the Hire, Days and times of Hire or the listed duration.

Should the conditions not be followed, the Board will make contact with the named representatives to address any concerns.

The concerns will be noted in writing and a copy provided to the Hire Organisation.

The Pukekohe North School Board of Trustees reserves the right to cancel this Memorandum of Agreement should the organisation receive 3 Written Complaints.

This Memorandum of Agreement will be reviewed on.....

Organisation.....

Signed..... Date.....

Position.....

Pukekohe North School

Signed..... Date.....

Position.....