



ORANGA SCHOOL HALL HIRE

The School is proud of its environment and expects users of the facility to assist in the maintenance of these costs. The cost to hire the hall is \$40 + GST per hour for a minimum of 2 hours.

- No refund will be given for hours not used. Excessive time over agreed hours will be deducted from the bond.
- A charge of \$40 per half hour will be made for any additional cleaning required in the hall or in the grounds.
- This agreement shall be deemed a Tax Invoice for the payment of GST.
- Any callouts for security or fire alarms are the responsibility of the hirer. This includes failure of setting alarm by 10.15pm
- There are to be no bouncy castles or other large structures inside the school hall.

Hall Availability: The hall is available for rent from 8.00am to 10.30pm on Weekends and from 6.30pm to 10.00pm on weekdays. This time includes set up and clean up so please ensure any event finishes with enough time for cleaning.

Enquiries: These can be made by contacting the school office between 9.00am and 3.00pm. Either by email to admin@oranga.school.nz or phone (09) 5794189.

Bond/Hire Charges: To secure your booking, a non-refundable \$50 deposit is required. The \$300 bond and full hire charges will need to be paid two weeks prior to the event.

The \$300 bond will be returned to the hirer by internet banking at the termination of the hire agreement provided that the key has been returned and the Board is satisfied with the condition the hall is left in. Please ensure you have supplied us with the correct bank account details for the bond to be refunded.

Termination: If either party wishes to terminate the contract, two weeks notice must be provided in writing. Please be aware that your deposit will not be refunded.

Parking: Off-street parking is available on Maroa Road.

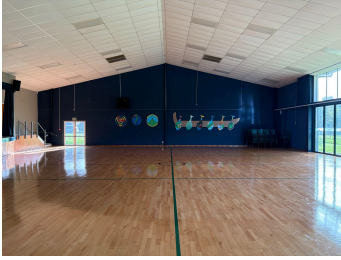
Decorations: No decorations to be attached to any wall, door, ceiling or window surfaces. Decorations can be attached to the wires that run along by the windows. The user shall not use nails, staples, screws or fixings of any type, including sticky tape and plastic adhesives.

Sound System: The school sound system is not to be used and is not available for hire.

Storage: Oranga School Hall has no storage available for groups hiring the building and accepts no responsibility for any loss or damage of items belonging to groups.

Data Projector: The school data projector is not to be used and is not available for hire.

Stage Curtains: Please refrain from using these. These will be checked at the end of each hire for any damage.



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 and entrance ways are clean. Cleaning is to be carried out immediately after functions, or by prior arrangements.
 - b) If the kitchen is used, it is to be left in a tidy, clean state with all appliances used turned off, except for the fridge.
 - c) All rubbish is removed from the school premises and no rubbish is to be deposited in any rubbish into the school skip or wheelie bins as this may incur cost to the Hirer, i.e skip - \$60.00 and wheelie bins - \$30.00 per wheelie bin used.
 - d) All items of furniture moved must be returned to their original position.
 - e) All lights to be turned off.
 - f) All doors are securely locked.
 - g) All windows are secured. If the premises and facilities are left in an unsatisfactory state of cleanliness, the Hirer will be contacted by the Property Manager to clean again. Failing to do so, the bond will be forfeited and the Hirer is required to pay the difference to the Commercial Cleaners if exceeds the bond amount.
4. Please provide full details of the hall set-up at least 48 hours in advance of the event.
5. The hall will be unlocked and unalarmed at the times specified by the Hall Manager.
6. 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 hireage. All damage must be reported to the school within 48 hours of the end of the hire period.
7. The consumption of drugs is prohibited in or around the hall and school grounds.
8. As required by Government Legislation, the school buildings and grounds are a smoke free environment and this includes vaping. There is to be no smoking or vaping in or around the hall and school grounds.
9. For safety and compliance reasons, the use of candles, open flames, and any form of accelerants is strictly prohibited on the premises at all times, including during church services or religious ceremonies. Exceptions will not be granted without prior written approval from the property owner and in accordance with all applicable fire safety regulations.

10. Alcohol is not permitted in the hall unless a written request for exemption has been received and approved by the Board of Trustees. The consumption of alcohol is only permitted inside the hall and is not to be sold or consumed in the school grounds.
11. The use of chewing gum is not permitted on the school premises.
12. The school accepts no responsibility for any losses or liabilities incurred by the hirer or users of the hall.
13. 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, which are not part of this hireage agreement are not entered into and that doors that are locked remain so.
14. Provision of First Aid will be the responsibility of the hirer.
15. The hirer acknowledges that the hirer has no right to the exclusive use of the facility. Functions relating to the school will get priority. Fourteen days notice will be given should this occur unless extra unusual circumstances e.g. emergency meeting to be held, therefore very short notice may be given.
16. No balls of any kind are permitted inside the hall at all times, unless they are specifically designed for indoor use (soft balls).
17. Sprigs, stilettos (or similar) are not permissible and are to be removed when in the hall.
18. No furniture is to be moved into the hall without permission of the school.
19. Please be respectful to our neighbors by ensuring that any music is played at a reasonable level and is not so loud as to cause complaints.

Declaration

I have read and understood the terms and conditions.

Name of Hirer: _____

Signed by Hirer: _____

Date: _____