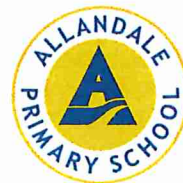


ALLANDALE SCHOOL
Contract for Hire of School Hall



This is a contract between Allandale School and

_____ for the use of Allandale School's Hall.

Date/Time of Use:

From _____ (time) on _____ (date)

until _____ (time) on _____ (date)

Fees:

Evening sessions (6pm-onwards)	\$20.00 plus \$100 refundable bond
All day sessions (weekends only)	\$80.00 plus \$100 refundable bond

Conditions of Hire:

Hall Responsibility

- The Hirer will ensure that Hall and any proximate School property is kept clean during the hire, and that cleaning of the Hall is undertaken at the conclusion of the period. Equipment such as tables and chairs are to be returned to the position they were in prior to the hire. The toilets, storage closets, main auditorium area, and kitchen are to be left in a clean and tidy state.
- Allandale School and its areas are totally smoke-free. No smoking is permitted anywhere within the School grounds or buildings, including the Hall.
- The sale of alcohol during meetings/gatherings in or around the Hall is strictly prohibited.
- The Hirer shall ensure that all lights and heaters are turned off before leaving the Hall. The Hirer is also required to check that all taps in the kitchen and toilets are turned off properly.
- Any rubbish generated by users of the Hall will be gathered and removed from the school grounds by the Hirer prior to the start of the next school day. Rubbish is not to be deposited in the School's rubbish receptacles, including the skip. A charge may be incurred if it is.
- The Hirer will ensure that Hall and School property is protected against theft and wilful or accidental damage at all times during the period of the hire. The Hirer accepts liability to make good any damage or loss to Hall or School property, including furniture, fittings, fixtures, appliances, kitchenware, glassware and cutlery.
- The Hirer will ensure that all windows and doors are locked when the Hall is vacant, at any time. Allandale School will not take any responsibility for any theft of property of the Hirer.
- The Hirer will be responsible for arranging an inspection of the Hall with Allandale School after the hire. Any refundable bond will not be refunded until after the inspection.
- Tables, chairs, etc. must be neatly stacked in their original position at the end of your event.

Legal requirements

- The Hall is licensed for use by a maximum of 400 people at any one time.
- The Hirer will not conduct meetings/gatherings of the Hall considered unlawful under New Zealand law. The Hirer will maintain good order and discipline in and about the premises. Any unlawful conduct will cause immediate cancellation of the hire contract
- The school Hall is surrounded by residential dwellings. The Hirer shall respect the School's neighbours in respect of the noise generated and by the hire activities, including the use of vehicles. Allandale School and Board members have the right to immediately terminate functions that are causing unnecessary or inappropriate disturbance in their opinion.
- The Hirer will ensure that fire safety codes are complied with and that no inflammable spirits or dangerous goods are taken into the Hall. The Hirer must nominate to Allandale School a representative to take responsibility for ensuring compliance with all safety and evacuation procedures during the hire (Evacuation Procedure Notices are posted in the Hall).

Hall Keys

- Keys may be collected from the school office at the beginning of this contract. The Hirer must return the keys to the school office as soon as possible after the event.
- Should the Hirer lose the keys, they will be charged for the replacement of all locks and keys to the hall.

Car Parking

- Limited parking is available within the school grounds.

Liability for Damage and Costs

- The Hirer will be liable for any damage that occurs to school property during the period of their hall booking.
- If your event activates the school alarm system, the Hirer will be required to meet the cost of the security patrol call out.
- If the Hirer's event causes the fire extinguisher to be used unnecessarily the Hirer will be required to pay the cost of recharging it.

Hireage contract

- The bond shall be paid in advance of any non-school related hireage. This Bond shall be \$50 in normal circumstances. The Bond will be repaid (or the cheque destroyed) when no additional cleaning is required and where there are no breakages or any other damage caused as a result of the hire.
- Payment shall be made prior the use of the Hall, at which time the keys can be collected (no more than 5 days in advance of the hire).
- Allandale School reserves the right to decline any application for Hall hire. Allandale School also reserves the right to cancel any hire. Where it does so, it will refund to the Hirer, in full, the amount of deposit and any other monies paid for hire of the Hall. However, it will not be liable for any costs whatsoever incurred by the Hirer. Nor will Allandale School be liable to any other person/s with respect to the hire of the hall by the Hirer.
- In the event that the Hirer wishes to cancel the hire after the booking has been confirmed, Allandale School will refund the bond, but will retain the deposit.
- The Hirer agrees that, where an application is for a permanent time and venue, Allandale School reserves the right to review the contract from time to time and give the Hirer adequate notice, in writing if necessary, of any changes to the contract, ie where the School has need of the facility for its own day-to-day use.
- The Hirer accepts all responsibility in respect of claims of any kind arising from loss, damage or injury sustained in connection with the use of the Hall.

ACCEPTANCE

I accept the conditions of hire set out in this contract and agree that the bond will be kept by the school if any of the conditions are not met.

Your name _____(please print)

Address _____

Phone _____

Signed _____

Date _____