



Waikato Sport Fishing Club

Conditions of Hall Hire

The Waikato Sportfishing Club Hall is available for hire to both regular and casual users.

The Hall also has a 60" plasma screen TV and Dishwasher which are available to approved Hall hirers for an additional cost.

The contact person for hire is the Jill Hobden, our Hall Manager, who will oversee all arrangements relating to the hall hire timing, key handover and clean-up inspection.

Dianne Olsen is our Hall Treasurer and she will be responsible for receiving deposits, bonds and payments, and refunding bonds once we have confirmed that the Hall has been properly cleaned and left without damage.

Contact details:

Hall Manager: Jill Hobden 843-8652 hallhire@waikatosportfishing.co.nz

Hall Treasurer: Dianne Olsen 849-0057 Halltreasurer@waikatosportfishing.co.nz

Schedule of Charges for Hall Hire

Deposit

- \$50 (nonrefundable; forms part of the hire rate)

Weekdays Midday Sunday to Midday Friday

- \$12 per hour (permanent weekly booking)
- \$30 per hour (casual)

Weekends Midday Friday to Midday Sunday

- \$30 per hour (maximum 5 hour period – Not available for evening hire)
- \$400 Full Day (24 hour period)

TV Hire (Application to rent must be approved by Hall Manager)

- \$150 per event + Maximum Hall hire bond of \$600
- Bond increases to \$1000 for 21st parties.

Dishwasher Hire (Application to rent must be approved by Hall Manager)

- \$20 per event + Maximum Hall hire bond of \$600

Bond

\$250 - \$600 (\$600 Bond required when the TV and/or the Dishwasher are hired)

Cleaning Charge

A Flat fee of \$300 shall be charged if the Hall is not left in an acceptable condition. The hirer will be given one more opportunity to clean the hall again before the flat fee is initiated.

Booking and Payment

Please complete the form included in this booklet, **including your signature** and email to hallhire@waikatosportfishing.co.nz or **post to Hall Hire, PO Box 9036, Hamilton North.**

The \$50 deposit is non-refundable and completing this form you agree to our conditions of hire and secure the date for your function. The Waikato Sport Fishing Club prefers funds to

be deposited electronically into the club's bank account.

Payments can be made to Westpac 03-0314-0250512-00.

All payments are to be made in advance. Casual hire payments must be settled two weeks before the date of hire.

The bond will be repaid up to 15 days following Hall hire, providing the hall has been properly cleaned and any damage caused as a result of the hire has been rectified.

Casual hire does not include crockery, cutlery or glassware.

The Hall Committee reserves the right to decline any application for hire or cancel any hire already arranged. In the event of such a cancellation a full refund will be made. The Waikato Sport Fishing Club will not be liable for any costs incurred by the hirer or any other person/s with respect to the hire of the hall by the hirer.

The Waikato Sport Fishing Club reserves the right to review hire arrangements for regular permanent users from time to time.

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.

Cancellations

Any cancellation, received less than 8 weeks prior to the booking date shall forfeit only the deposit.

Any cancellation received less than 7 days prior to booking date shall forfeit the full Hall hire cost.

Legal requirements

The Hall is licensed for use by a **maximum of 99 people** at any one time.

The Hirer will only conduct meetings/gatherings of the Hall considered lawful under New Zealand law and will maintain good order and discipline in and about the premises.

Noise: Under the regulations imposed by the current District Plan the Club and its hall users are permitted to operate within the following hours:

Sunday to Thursday 7.00 am until 10.30 pm

Friday and Saturday 7.00 am until midnight.

At all times noise levels are to be considerate of neighbours.

Fire safety: the Hirer will ensure that fire safety codes are complied with and that no inflammable spirits or dangerous goods are taken into the Hall. (Evacuation Procedure Notices are posted in the Hall). In the case of fire evacuate premises IMMEDIATELY and call the Fire Brigade phone 111 and contact WSFC committee as soon as possible. Hirers will be held responsible and liable for any charge made by the Fire Brigade for a malicious fire call. Dry Powder Extinguisher for electrical fires is in the kitchen.

Liquor license: *The Waikato Sportfishing Club Hall **does not** have a licensed bar. Hirers shall be responsible for providing Alcoholic beverages within the terms of the liquor licensing laws.*

Failure to comply with any of these regulations will result in cancellation of the contract, immediate shutdown of the function and forfeiture of the bond.

Care of Hall & Club's Property

Smoking is permitted on the balcony only.

At the end of your function all lights must be **turned off** and **heating turned off** at the switchboard (located beside the men's toilet).

You must also check that all taps in the kitchen and toilets, including the urinal, are **turned off** and ensure all doors and windows are securely locked.

Under no circumstances must decorations, scenery etc be attached to or hung from walls, ceilings, floors, curtains or any part of the building, except where permanent hooks or supports for this purpose have been provided.

The use of confetti or similar products on the premises or surroundings is **prohibited**. Permission must be given for the use of any preparation or powder on the floor.

Hirers must provide their own tea towels and rubbish bags.

Cleaning

The Hirer will ensure that Hall and surrounding area is kept clean and tidy during the hire, and must be left in a clean and tidy condition at the conclusion of the hire period.

- When the kitchen is used the benches are to be washed down and kitchen refuse removed. Clean the oven, fridge/freezer, microwave and bain-marie ('pie warmer') as necessary.
- Sweep and mop floors, and, wash down balcony as necessary.
- Cleaning equipment is provided and cleaning products are to be provided by hirer.
- Wipe down all tables and chairs.
- Stack chairs 5 **high** and return to storage area.
- Stack tables carefully on the provided trolley and rolled back under the stairs.
- All toilets must be left in a clean and tidy state.

Remove **all** rubbish from the hall. Failure to do so will incur a charge. Check on the night that there is no glass, cans or bottles outside, including below the balcony.

The Hirer will ensure that the Hall 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 and Club's property, including furniture, fittings, fixtures, appliances, kitchenware, glassware and cutlery.

The Waikato Sport Fishing Club will not accept any responsibility for any theft of property of the Hirer.

Any damage to the premises or equipment must be reported promptly to Jill Hobden on 8438652 or by text to 0226107660.

-A Flat fee cleaning charge of \$300 will be charged if the Hall is not left in an acceptable condition. The hirer will be given one more opportunity to clean the hall again before the flat fee is initiated.

These Rules and Conditions may be amended by WBSFC at any time.

POSTAL ADDRESS

WAIKATO SPORT FISHING CLUB

P O Box 9036, HAMILTON 3240

Email: hallhire@waikatosportfishing.co.nz

WSFC Hall Hire Booklet Rev 2.1 February 2012

Source: Website

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WAIKATO SPORT FISHING CLUB
HALL HIRE BOOKING FORM
(Please complete details in full)

Please post signed copy to
Hall Hire, Waikato Sport Fishing Club
P O Box 9036, Hamilton North, 3204

Date/s Required _____

Name of Organisation _____

Address _____

Contact Name _____

Designation _____

Telephone _____ Fax/Mobile _____

Email _____

Purpose of Hire _____

Special Requests _____

I agree to comply with all Rules & Conditions of hire as set out in the Hall Hire Booklet. I understand that a failure to comply will result in forfeiture of my bond.

Bank a/c (for the bond refund) _____

Signed (for Hirer) _____ **Date** _____

Office Use Only

Date Received: _____ Deposit Received

Receipt No: _____

Hire Fee: _____

Bond Amount:

Bond Received:

Invoice No: _____

Hire Fee Received:

Receipt No: _____

TV Hire Fee Received:

Dishwasher Hire fee Received

Bond Refunded:

Amount Refunded: _____

Refund Date: _____