



Kihikihi Town Hall Facility Hire Agreement

Name of Hirer [Group/Organisation or Individual]: _____

If Group, Name of Contact Person Making This Application: _____

Contact Information for Hirer/Responsible Key-Holder (person making this application):

Address: _____

Home Phone: _____ Mobile: _____

Email: _____

Reason for Hire: _____

Date(s): _____

Time In: _____ (am/pm) Time Out: _____ (am/pm)

Indicate Which Facilities Are Required

Main Hall Tables Kitchen Chairs

Cost of Hire: \$ _____ Bond: \$ _____ Total to Pay: \$ _____

Bank Account No. to Reimburse Bond To: _____

NOTE: Please provide proof of bank account, which can be in the form of a *deposit slip, screenshot or printout of online banking, bank statement*. Bond will be released within 15 working days following the post-hire check undertaken following a hall booking, provided no issues with the hire have been identified.

Hirer/Responsible Key-Holder to Sign:

I agree to hire the facilities specified above, to pay the hire fees in full (together with any applicable bond) before the event. As the Hirer, I have read the *Conditions of Use/Information* sheet provided and agree to abide by those conditions and also to reimburse the Kihikihi Town Hall for the security costs which will be incurred should the Responsible Key-Holder **fail to return** the key (cost – approximately **\$1,000.00**).

I hereby declare that the information provided in this form is true and correct. I also understand that it is an offence to intentionally obtain a service or cause loss by deception (false representation).

Signed: _____ Date: _____
(Hirer)

Signed: _____ Date: _____
(Kihikihi Town Hall Caretaker)

Accounts Payable to:	WAIPA DISTRICT COUNCIL	Account Number: 12-3122-0084701-01
		Reference: KIH and your Surname e.g. KIH Jones

Office Use Only:	Receipt No: _____
Key No. Issues: _____	Returned: _____

Conditions of Use/Information

The following conditions apply to the hireage of the **Kihikihi Town Hall** (“the Facility”):

Responsible Key-Holder

- The Applicant must nominate, at the time of booking, a person to be responsible for fulfilling these conditions of use (termed the “Responsible Key-Holder”). The Responsible Key-Holder must sign the *Facility Hire Agreement*.
- The Responsible Key-Holder must personally collect the key on the designated day from the Facility caretaker before hireage begins and then must return the key with the *Hire Checklist* to the security box on site.

Safety/First Aid

- The Responsible Key-Holder is the designated Fire Warden under and will be given the relevant safety information and a tour of the premises upon uplifting the key.
- All doors must be kept clear for emergency purposes.
- No inflammable spirits or dangerous goods may be taken onto the premises.
- Children are not allowed in the kitchen when in use.
- You must assign your own first aider who will need to bring their own first aid kit and be responsible for the health and care of all members of your group while at the Facility.

Fire and Evacuation Procedures

- The Responsible Key-Holder is to be the Fire Warden in the event of a fire.
- Please familiarise yourself with the location of all fire alarms, extinguishers, and evacuation routes.
- If the alarm sounds:
 - Evacuate everyone from the building, ensure all areas are clear.
 - Phone 111 – ask for the Fire Department.
 - The assembly point is the open carpark behind the building.

Security

- The Facility caretaker is not responsible for the security of the Hirer’s property.
- Goods and equipment must not be stored on the premises without permission.
- Property belonging to the Facility shall not be removed from the premises.

Damages

- Any damage to the Facility, its equipment or if any extra cleaning is required, will be charged to the Hirer.
- All damage must be reported to the Facility caretaker.
- Any Sellotape or bluetack used on walls, doors or panels must be removed at the completion of the hireage of the Facility (any damage caused by these items will be charged to the Hirer).

Cleaning

- The Hirer must leave the Facility the exact condition as it was prior to its use.
- When serving food or drinks, please be careful of spillage and ensure any spills are cleaned up promptly.
- For the sake of hygiene, please use paper towels or mops to clean the floor.
- The cost of any extra cleaning will be charged to the Hirer.
- All rubbish generated from the event is to be removed when leaving the building.

Noise

- Amplification of sound beyond reasonable hearing levels is **NOT** permitted.
- Amplification of sound that can be heard outside the building is **NOT** permitted after 10.00pm.
- Evening use of the Facility is to cease by 11.30pm and the building vacated and secured by midnight.

General

- Please ensure all users of the Facility park their cars either on the road or in the vacant lot across the street.
- Please do not block driveways.
- Smoking is **NOT** permitted anywhere in the building.
- **NO** recreational or illegal drugs or gambling is permitted on the premises.
- If you intend to sell alcohol, you must apply to the Waipa District Council for a Liquor Licence.
- The Facility reserves the right to cancel bookings in the case of any unforeseen circumstances – full reimbursement of any monies paid will be made.

Locking Up

- The Responsible Key-Holder will be given a *Hire Checklist* and is responsible for ensuring that all items on the checklist are checked off before leaving the premises.
- The completed *Hire Checklist* should be returned to the security box in the kitchen cleaning cupboard.
- The hall keys should be returned and secured in the key lockbox at the main entrance to the hall.

Kihikihi Town Hall Hire Checklist

KITCHEN

- All surfaces wiped down, including cupboards.
- Oven cleaned and wiped.
- All dishes used should be washed and put away.
- Floor swept and mopped.
- Rubbish emptied and removed.

HALL

- All chairs stacked in groups of no more than three and returned to the side of the hall.
- All tables wiped, folded down and put away.
- Floor swept and if any spillages, the floor has been mopped.

TOILETS

- All toilet seats, the cisterns and outer bowls are wiped and clean.
- The inside of the toilet bowl cleaned with Toilet Duck.
- Urinal flushed.
- All rubbish bins emptied.
- All floors swept and mopped.

LIGHTS/POWER/SECURITY

- All lights turned off.
- All power switches turned off at the wall and switched off at the power board.
- All windows are closed.
- All doors are locked

Responsible Key Holder Signature _____ Date _____

**THANK YOU FOR YOUR ASSISTANCE IN ENSURING THAT THE KIHIKIHI TOWN HALL
IS KEPT IN A SUITABLE CONDITION FOR FELLOW HIRERS IN OUR COMMUNITY**