



Application To Hire The Te Awamutu Committee Rooms or Council Chambers

NAME OF GROUP/ORGANISATION: _____

Please Circle either: Profitable Organisation/Private Function or Non Profitable Organisation

Profitable Organisation/Private Function Definition:

Profitable Organisations - Businesses, companies etc
Private function - any private function that is not the above, i.e. is treated like a set hall hire fee and at the profitable rate.

Non Profitable Organisation Definition:

Non Profitable organisations -
Charities, community organisations, clubs etc

FULL NAME OF CONTACT PERSON: _____

PH: _____ PH: _____ EMAIL: _____

POSTAL ADDRESS – FOR ACCOUNT : _____

_____ POST CODE: _____

FACILITIES REQUIRED (NB: THESE ROOMS ARE ONLY AVAILABLE OUTSIDE NORMAL BUSINESS HOURS)

Please state the purpose the rooms are to be used for: _____

Casual: One off Hireage / infrequent Hireage (please circle)

Date(s): _____ From Start Time: _____ End Time: _____

Reoccurring Hireage: Please complete the attached calendar for the new year and the section below:

Recur every Week / Fortnight / Month / Bi-Month / Annually (select one)

Start Date: _____ End Date: _____

Start Time: _____ End Time: _____

Notes: _____

WHOLE FACILITY	YES / NO
COUNCIL CHAMBER ONLY	YES / NO
COMMITTEE ROOM 1 ONLY	YES / NO
COMMITTEE ROOM 2 ONLY	YES / NO
KITCHEN FACILITY	YES / NO
FURNITURE (REMOVAL/REINSTATEMENT) COST APPLIES*SEE NOTES	YES / NO

I _____ agree to the terms at conditions for hireage of the facilities at Waipa District Council. I take full responsibility for any costs incurred from room hireage fees, recovery costs relating to damage to the facilities, lost or replacement swipe keys and all callout fees to contractors to secure the facility. I further acknowledge that failure to notify council in writing of booking cancellations will be chargeable.

Signed: _____ Date: _____

HIRAGE USER GUIDE & CONDITIONS OF USE

BOOKING OF ROOMS

You are advised to ring beforehand to check that the rooms are available as they will not be booked until we received the application form. The "Application to Hire the Te Awamutu Committee Rooms & Council Chambers" form must be filled out and submitted to Council. Once this is received and booked, you will be sent a letter of confirmation.

BOND

A bond may be payable when booking rooms outside business hours for some hireage purposes, and is to be paid in full when uplifting keys prior to the use of the rooms.

CANCELLING BOOKINGS

If you wish to make a cancellation of a booking please notify Council 48hours prior to the dates you have booked. Contact Customer Support via info@waipadc.govt.nz or by phone 0800 924 723.

PLEASE NOTE: If notification of cancellation has not been received the hireage of the rooms will be invoiced.

DISABLED FACILITIES

There is ramp access into the building as well as disability accessible toilets.

EMERGENCIES

IN CASE OF AN EMERGENCY DIAL 111 FOR FIRE, POLICE OR AMBULANCE.

The address location is 101 Bank Street, Te Awamutu

EVACUATION PROCEDURE

In the event of a fire alarm sounding in the building immediately evacuate from the building to the evacuation point on the far side of the car park by the brick wall. Dial 111 to notify the fire department. The address location is 101 Bank Street, Te Awamutu

HEATING

The entire area is air conditioned and should be at a comfortable temperature. If your booking is after 6pm you will need to **manually turn the air-conditioning on when you arrive and off when you leave.**

For the committee meeting rooms this can be done by pressing the power button on the panel between the entrance way into the rooms.

For the council chambers this can be done on the panel to your right as you walk in the chamber doors. Flip down the front of the panel and press the power button.

KITCHEN FACILITIES

There is a kitchen facility available for hire that contains a zip, fridge/freezer, steriliser, a stove, cups, saucers and plates and various drinking glasses and cutlery.

If you choose to hire the kitchen – there are requirements that you must adhere to:

- The hirer must clean up after use and ensure the kitchen is left in a tidy condition and no items are removed from the premises.
- Ensure both the steriliser and ovens are turned off at the wall after use.
- All consumables stored in the kitchen are for Waipa District Council use only. The hirer will need to supply their own tea towels and consumables e.g. tea, coffee, sugar and milk.

In the event the above conditions are not adhered to – Council reserves the right to refuse future bookings from your group or alternatively on-charge any related costs.

The Kitchen steriliser will need to be turned on 10mins prior to use to be effective. There are detailed instructions on the steriliser as to how to use it.

NO SMOKING

The entire Council building has a no smoking policy.

OTHER FACILITIES

The Council Chambers has two presentation screens, a desktop PC and a wireless presenter for your use. Committee Rooms 1 and 2 each have one screen, a desktop and a wireless keyboard and mouse in each room for your use.

PAYMENT

For a one off booking - payment is requested on booking the facilities.
For reoccurring users - we will invoice you monthly. Payment is due on the 20th of the month. Waipa District Council reviews its fees and charges annually and current fees charged accordingly. Failure to pay for room hire will result in your booking being cancelled.

PROTECTIONS OF COUNCIL CHAMBER SURROUNDINGS

On no account are pins, nails, staples, screws or cello tape to be used on or in any of the walls for any reason whatsoever. If you have to put up posters, maps etc, we require you to use blue tack only.

REGULAR BOOKINGS

A new application form is required annually for the new calendar year. If you have a re-occurring booking with us, we will send you an application in December to apply for the next years dates.

RESPONSIBILITY IN EVENT OF DAMAGE

In the event of any damage being caused to the facilities or to any furniture, fittings or other articles therein belonging to Council, or to any loss during the period of hire of the Chambers, the hirer shall be liable for such damage or loss and will at his/her own expense make good such damage or loss.

SALE OF LIQUOR

Licensing the premises for liquor is the responsibility of the group hiring the facility. Please make enquiries to the Customer Support team should you require a special licence application.

TOILETS

There are separate male, female and disability bathrooms for users.

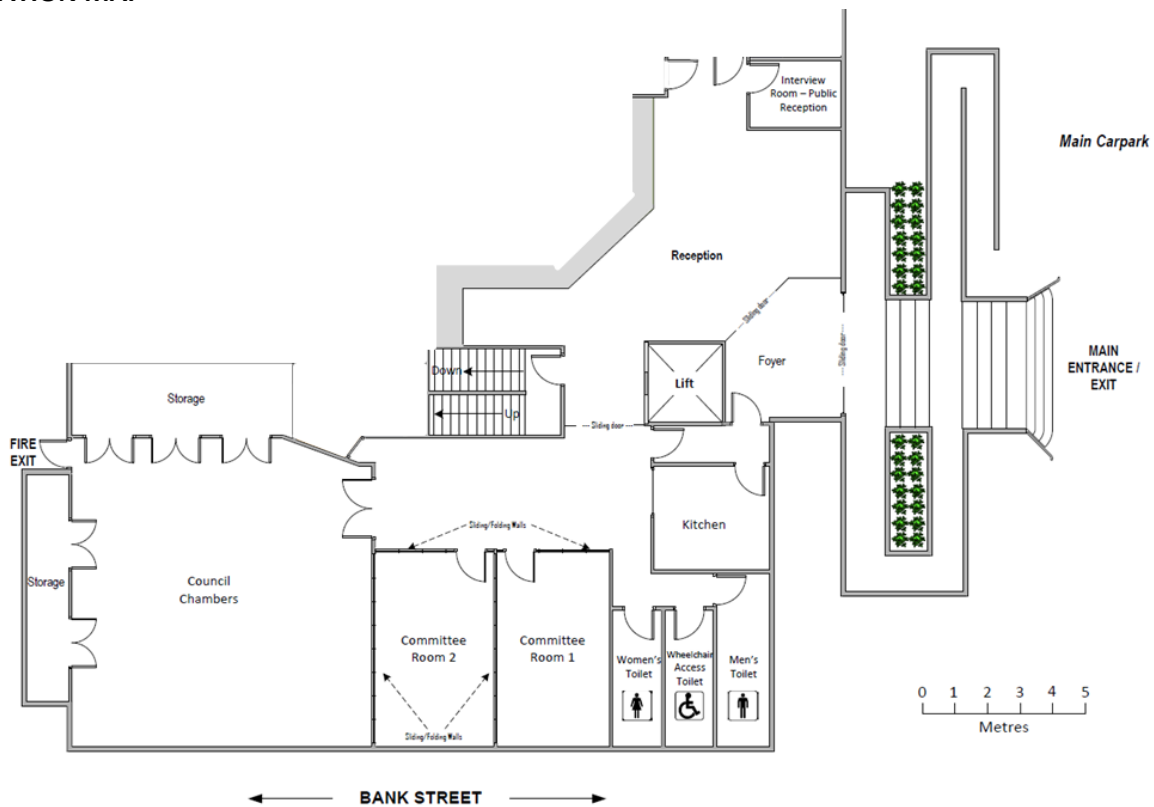
UPLIFTING OF KEYS to 101 BANK STREET

An electronic swipe token key system allows access to the council rooms after hours. Your swipe token needs to be uplifted during office hours 8:00 am – 5:00 pm weekdays and shall remain the responsibility of the hirer. A council officer will take you through using the swipe key to deactivate/activate doors and show you where the return box is located. Swipe keys are to be returned to council within 48 hours of hireage. You will be charged for lost/unreturned swipe keys. A further charge will apply if security callouts are required to assist in locking the building. Please ensure you are familiar with access procedures before your event as there is a call out fee for an insecure building.

WIFI

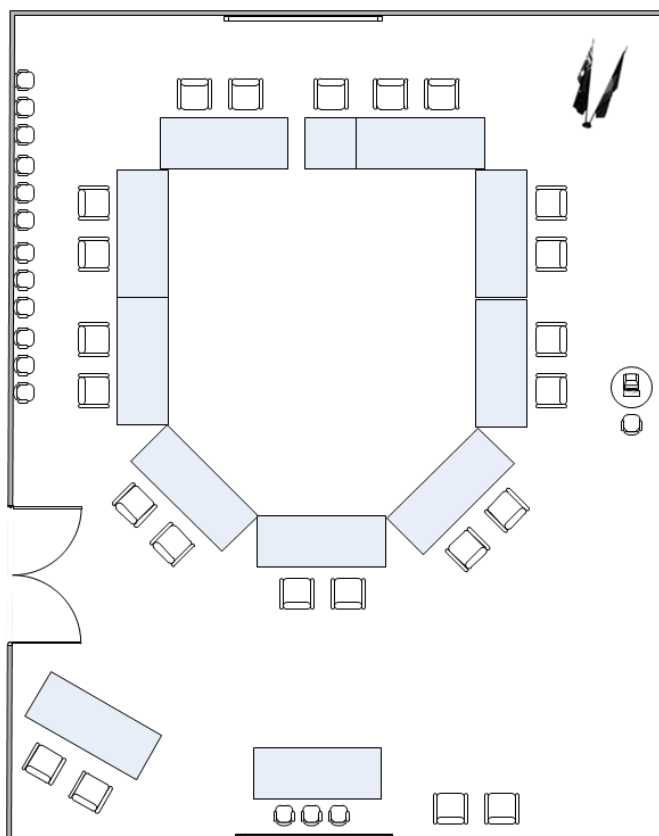
Free public Wifi is available. Connect to 'Waipa Public WiFi' and accept the Acceptable Use Policy. Access is continuous for up to 3 hours.

LOCATION MAP



POSITION OF FURNITURE

The layout of furniture in the Council Chambers is as set out in the diagram below. You may change this layout to suit your requirements, but please return all furniture to the positions below at the conclusion of your hire.



*Please note:

Tables are fitted with power points and are linked together like a daisy chain. You must **unplug** the connecting desks if you wish to move them.

Cupboard areas are unavailable for public use