



OCCASIONAL SCHOOL HALL HIRE - CONDITIONS

The Hirer of the Pasadena Intermediate School Hall, having read and understood the following conditions of hire, will append his or her signature below as an act of good faith, and in acceptance of these conditions:

- 1. A deposit of \$50.00 (Fifty) will be paid in advance within 5 (Five) days of receipt of hire forms as confirmation of any booking and this deposit is not refundable in the event of cancellation by the Hirer.
2. Complete payment for the hire of the hall will be made before the premises are occupied.
3. Every care must be exercised to ensure that the hall, its fittings and equipment are maintained in good clean condition.
4. The Hirer will be held fully responsible for any damage caused to the premises or facilities of the School Hall during occupation and will report such breakages or damage as soon as possible to the School Hall Booking Officer.
The Board of Trustees reserves the right to charge the cost of repair or replacement of damaged items to the Hirer.
The Board of Trustees reserves the right to charge the cost of security callouts, resulting from the alarm being unset or the Hall being used outside the authorised times.
5. Staples, tacks, nails or other devices damaging to surfaces must not be used in the erection of decorations. The Hirer's decorations must be removed after the function. Any existing decorations must not be interfered with.
6. The use of confetti in or around the Assembly Hall is strictly forbidden.
7. Stage lights and spotlights are not to be touched. If special lighting is required, the Principal's permission is to be given. The Main switch must NOT be turned off.
8. Trestles and table tops must be lifted from under the stage. Scratches to the tables or Assembly Hall floor will be repaired at the Hirer's expense.
9. Toilet rolls, kleensaks and cleaning materials are not provided, the Hirer to supply their own.
10. Furniture must not be dragged across the hall floor, it must be lifted.
11. Liquor must not be consumed outside of the building.
12. The Board of Trustees has a Smoke Free Policy, smoking in any part of the Assembly Hall or adjoining rooms, is prohibited.
13. The noise level must be kept to a reasonable level in consideration of the school's neighbours. All music, both live and reproduced must cease at 11.45pm at the latest.
Evening functions must cease at 12.15am at the latest and the premises must be vacated by 12.45am at the latest.
14. A charge will be made for hall cleaning. This fee is deducted from the Bond dependent upon compliance with the School Hall Hire Conditions listed here-in, and the School Hall being left in a state of good repair and cleanliness consistent with the standards set by the Board of Trustees and/or their representatives.
15. At the conclusion of a function all floors must be swept and washed, furniture thoroughly wiped down and returned to original positions. All basins and benches and the stove and refrigerator are to be wiped and kept clean.
16. At the conclusion of a function, the Hirer is to remove all refuse (food, scraps, cans, bottles etc) from the premises, including the parking area adjacent to the School Hall.
17. It is the responsibility of the Hirer to ensure that all taps, water heaters, heaters, stoves, power and lights are switched off, all windows are closed, doors locked and the building secured before leaving. All fire exits are to be left clear at all times.
18. The Assembly Hall Booking Officer, the School Maintenance Officer or any official of the Board of Trustees will have free access to the hall or any part thereof at all times.
19. The Hall will be inspected after use by The School Hall Booking Officer, the School Maintenance Officer or official of the Board of Trustees and the Hirer will be notified immediately if any damage has been noted, or if the general state of cleanliness is not to standard.
20. Keys for the School Hall to be collected from Mrs Bowden, The School Hall Booking Officer, Pasadena Intermediate School, Moray Place, Pt Chevalier, Auckland, during school office hours (8.30am-3.15pm)

HALL BOOKED BY: NAME TELEPHONE

ADDRESS

HALL BOOKED ON day 200 MORNING / AFTERNOON / EVENING / OTHER

Deposit Paid \$

Bond Paid \$

Hire Fee To Be Paid \$

+ GST \$

- Deposit \$

TOTAL TO PAY \$

Signed: HIRER

Signed: L.BOWDEN

(Booking Officer - for and on behalf of Pasadena Intermediate School)

Receipt No:

Date: / / 200

(Two copies of this Agreement to be completed - one for the Hirer and one for Pasadena Intermediate School)