



LONG TERM 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. This Agreement is for the 200.... calendar year and is between the Hirer as per the Schedule over and the Pasadena Intermediate School Board of Trustees.
2. Hire of the Pasadena Intermediate School Hall is for the times and dates as listed on the Schedule over.
3. A bond of \$300.00 (Three hundred) will be paid in advance as confirmation of this agreement and is not refundable in the event of cancellation by the Hirer. The bond, subject to the conditions contained herein and on the Schedule over being met, will be refunded to the Hirer at the end of 200....
4. Payment for the Hire of the School Hall will be made by the due date as per the Schedule over.
5. Every care must be exercised to ensure that the School Hall, its fittings and equipment are maintained in good clean condition.
6. 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.
7. The Board of Trustees reserves the right to charge the cost of repair or replacement of damaged items to the Hirer.
8. The Board of Trustees reserves the right to charge the cost of security callouts, resulting from the alarm being unset or the School Hall being used outside the authorised times.
9. 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 hiring. Any existing decorations must not be interfered with.
10. The use of confetti in or around the School Hall is strictly forbidden.
11. 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.
12. Trestles and table tops must be lifted from under the stage. Scratches to the tables or School Hall floor will be repaired at the Hirer's expense.
13. Furniture must not be dragged across the hall floor, it must be lifted.
14. Liquor must not be consumed outside of the building.
15. The Board of Trustees has a Smoke Free Policy, smoking in any part of the School Hall or adjoining rooms, is prohibited.
16. 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 the scheduled end of the hiring at the latest.
17. At the conclusion of a function all floors must be swept/washed, furniture wiped and returned to original positions; all basins and benches and the stove and refrigerator wiped so they are returned to their original condition.
18. 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.
19. 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.
20. A charge will be made for hall cleaning if the School Hall is not left in a state of good repair and cleanliness consistent with the standards set by the Board of Trustees and/or their representatives. This fee will be deducted from the Bond as described in (1) above.
21. The Assembly Hall Booking Officer, the School Maintenance Officer or any official of the Board of Trustees will have free access to the School Hall, or any part there-of, at all times.
22. 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.
23. Keys for the School Hall are to be collected from and returned to, and all enquires to Mrs Bowden, The School Hall Booking Officer, Pasadena Intermediate School, Moray Place, Pt Chevalier, Auckland, during school office hours (8.30am-3.15pm)

HALL HIRE BY:
 NAME TELEPHONE

 ADDRESS

Bond Held \$

Signed:
 HIRER

Signed:
 L.BOWDEN

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

Date: / / 200

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