

Application Pack A – Less than 50 Attendees & No Alcohol

Part 1 - Event Application – Mangaweka Town Hall

Maximum Hall Capacity – 150

Application Details	
Name of hirer	
Address of hirer	
Telephone No.'s of hirer	Home <input type="text"/> Work <input type="text"/> Mobile <input type="text"/>
Email address of hirer	
Name of event	
Type of event	<i>Certain types of events may be restricted</i>
Expected numbers attending <i>(Less than 50)</i>	
Date of event	Event Date <input type="text"/>
	Setup Date <input type="text"/>
	Breakdown Date <input type="text"/>
Time of event	First day start time <input type="text"/> Final Day Finish Time <input type="text"/>
Hall Charge	<input type="checkbox"/> Full day (key returned before 5.00 pm) <input type="checkbox"/> Multiple days
	<input type="checkbox"/> Evening (key returned by 10.00 am the following day) <input type="checkbox"/> Profit-making/commercial use per day
	<input type="checkbox"/> Local non-profit community organisation <input type="checkbox"/> Supper Room Only
	<i>Full details of hall charges, including cancellation fees, are set out in the current Schedule of Fees and Charges document available on Council's website.</i>
Alcohol	
Confirm alcohol will not be available at your event	<input type="checkbox"/> No alcohol will be available

Food	
Will you be selling food?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, are you registered under a food control plan?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Noise	
Will there be potential noise issues? <i>eg live band, other forms of entertainment</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If Yes, please provide details</i>	
Erection of Structures	
Will you be erecting a structure? <i>eg wedding silk lining</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If Yes, please provide evidence you have consulted the council regulatory department</i>	
Animals	
Will animals be involved in the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Traffic Management	
Will there be any traffic issues? <i>eg parking</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fire Safety	
Have you read and completed the Part 2 - Hirer Fire Safety and User Responsibility Form?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Do not erect decorations within 3 metres of heaters</i>	
Terms and Conditions	
Hire contract	Please read and sign a copy of the Hire of Halls – Terms and Conditions of Hire Contract.
Keys	
Key deposit	There is a \$50.00 key deposit that is refundable when you return the key.
Bank Account Details for Deposit Refunds	
Have you provided a deposit slip or confirmation of your bank account for the refund of key and hall deposits?	

Clean Up	
Clean up plan	<p>As stated in the Hire of Halls Terms and Conditions of Contract, Council staff will carry out a pre-event inspection as well as a post-event inspection. As the hirer, you are responsible for any damage to the hall.</p> <p>If you leave the hall in an unacceptable state, Council reserves the right to deduct the cleaning charge from the bond. <i>Please refer to the Hire of Halls Terms and Conditions of Contract.</i></p>
	<i>Please outline your clean-up plan</i>
Signatures	
Hirer	
	Date
Council representative	
	Date

Part 2 - Hirer's Fire Safety and User Responsibilities

Hirer Details	
Name of hirer	
Name of event	
Date of event	

Fire Safety and User Responsibilities	
<p>As a condition, the hirer or user authorised to occupy any room or area in the hall must ensure that they have appointed wardens who have been appropriately trained to execute fire safety checks and evacuation duties in the event of a fire. This requirement is in accordance with the Fire and Emergency NZ Act 2017 and the Rangitikei District Council's approved Evacuation Scheme.</p> <p>As a prerequisite for building use, the hirer must become familiar with the following instructions:</p> <p>The hirer, after acquiring familiarity with the requirements of the Fire Action Plan (see below), will appoint a Chief Fire Warden (who may be the hirer) and implement checks to ensure that:</p> <ul style="list-style-type: none"> • Escape routes are clear of obstacles at all times • Exit doors are not locked, barred or blocked to prevent occupants from leaving the building at any time • They are aware of the location of the Assembly point • A mobile phone must be carried by the hirer or appointed warden • The hirer is required to ensure the occupancy load of the entire hall will not exceed 150 people 	
I acknowledge my responsibilities and have received the Mangaweka Town Hall pack that contains:	
1. Event Application Form	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Hire of hall – Terms and Conditions of Hire Contract	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Key(s) to the building	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Diagram showing: <ul style="list-style-type: none"> • Fire exit locations • Locations of extinguishers and fire hose reels • Maximum occupancy load number for each area, which cannot be exceeded 	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Fire Action	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Chief Fire Officer identification badge	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Post Event Checklist	<input type="checkbox"/> Yes <input type="checkbox"/> No

Signature	
Signature	Date
Print Name	

Fire Action – Mangaweka Town Hall

If you discover a fire—

- Operate the fire alarm and telephone the Fire Service immediately (dial 111)

When warned of a fire in this building—

- Advise the occupants of the building to leave the building immediately by their nearest fire exit which is—
 - Kitchen exit door
 - Main front exit door
 - Rear kitchen exit door
 - Side entrance/exit
 - People with disabilities to gather to await assistance within 3 metres of fire exits
- Assemble on Koraenui Street, Mangaweka

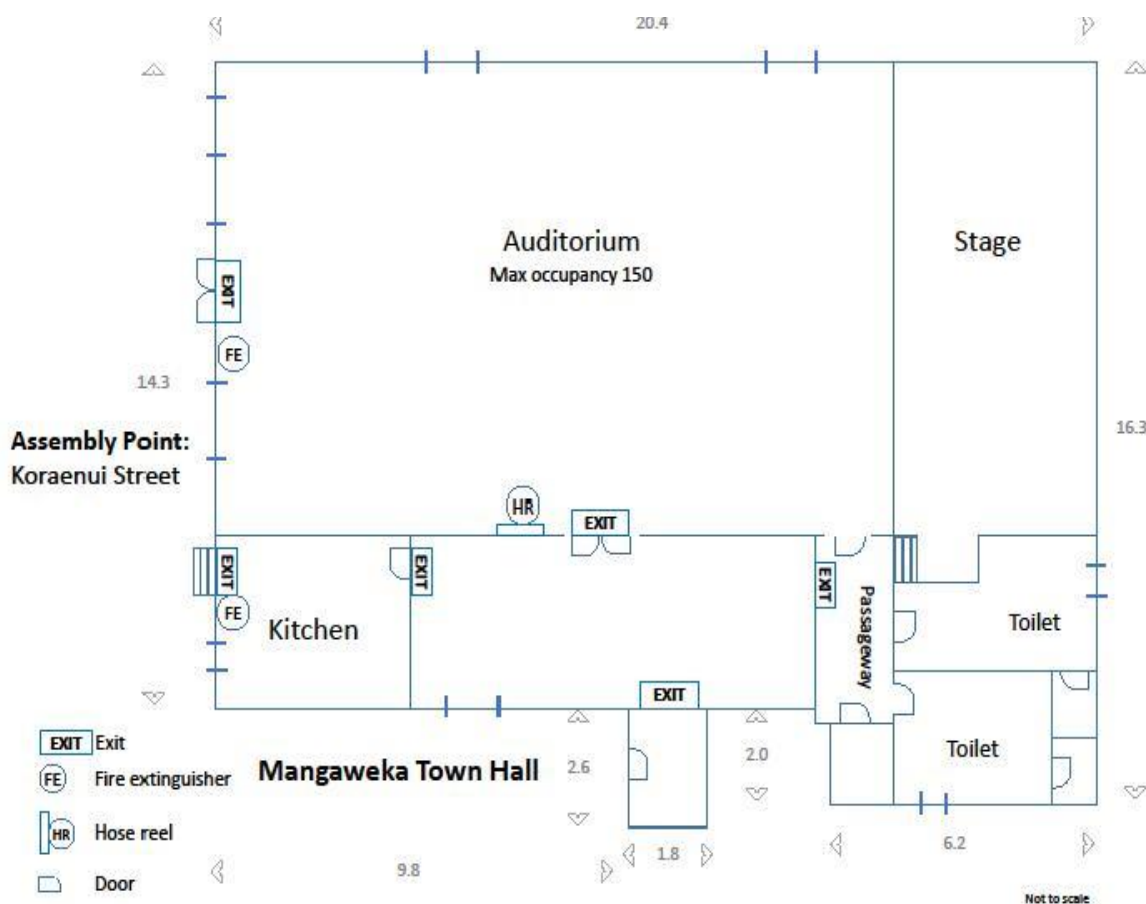
The wardens are responsible for—

- Ensuring all persons are evacuated from the building
- Assisting persons with disabilities as necessary (pre-planning may be necessary to ensure persons with disabilities have assistance)
- Staying at the Assembly Point until the All Clear is given
- Telephoning and advising Rangitikei District Council on 0800 422 522



Mangaweka Hall Floor Plan

Please familiarize yourself and wardens with all exits and assembly points



Part 3 - Terms and Conditions of Hire Contract

Mangaweka Town Hall

Name of hirer ('the Hirer')

Address

Contact phone number

Email address

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1 Definitions

Booking application	means the schedule of requirements created when a booking is requested
Council	means the Rangitikei District Council
Hirer	means the individual or organisation making application to hire the venue and includes the hirer’s representatives, employees, contractor and/or agents
Contract	means the terms and conditions of hire and includes the application and any attached appendices
Venue	means the hall identified on the cover page of this document
Safe	In relation to a person, means not exposed to any hazards In every other case, means free from hazards Unsafe and safety have corresponding meanings
Manager	means Council’s representative who is responsible for the day-to-day operation of the selected hall
Working hours	means 8.00 am to 5.00 pm Monday to Friday inclusive (excluding public holidays)
Working days	means Monday to Friday inclusive (excluding public holidays)

2 Hire Contract

2.1 The Council, at its sole discretion, has the right to—

Refuse a booking application, and

Accept a tentative booking application subject to compliance with Clause 2.2.

2.2 The Hirer must return the signed and dated Contract (‘the completed Contract’) to the Manager within 10 days of the Contract being issued by the Manager.

2.3 A booking application becomes a provisional booking when the completed Contract is received by the Manager.

2.4 If the Hirer does not return the signed and dated Contract within the 10-day period, the Manager may cancel the booking application. The Manager will endeavour to contact the Hirer before cancelling the booking application.

3 Charges, deposits, cancellation, penalty and payments

- 3.1 The Venue charges are set out in Council’s Schedule of Fees and Charges that is available on Council’s website – www.rangitikei.govt.nz.
- 3.2 The Hirer shall pay the deposit for the Venue when submitting the application.
- 3.3 The Hirer will pay the costs of hiring the Venue prior to the event being held unless alternative arrangements have been agreed.
- 3.4 If the Hirer cancels the booking application 10 working days or more prior to the event, Council will refund any deposit monies in full.
- 3.5 If the Hirer, after signing the Contract, cancels the Contract, the Hirer will forfeit all payments made by the Hirer.

4 Other charges

- 4.1 The Hirer will be subject to additional charges for the following:
- 4.1.1 Where extra staffing, cleaning, rubbish removal, repairs or re-instatement of the Venue is required following the use of the Venue by the Hirer.
- 4.1.2 Damage to the Venue or its contents or items removed from the Venue.
- 4.1.3 Prior access to the Venue, outside normal working hours.

5 Duties of the Hirer

- 5.1 The Venue must be under the control of the Hirer at all times during the hire period.
- 5.2 The Hirer or the Hirer’s representative must not be under the influence of alcohol or drugs during the period of hire.
- 5.3 The Hirer must supply the name of the persons who have authority to direct the Hirer’s employees, contractors, exhibitors or other invited people using the Venue during the hire period (“the Hirer’s Representative”).
- 5.4 The Hirer must ensure the safety of:
- 5.5 Members of the public or other people lawfully visiting the Venue,
- 5.6 The Hirer’s Representative and
- 5.7 Council staff and contractors.
- 5.8 The Hirer or Hirer’s Representative must be on duty at the Venue at all times during the hire period.
- 5.9 The Hirer is required to notify the Manager, as soon as possible, of any changes in the Hirer’s Representative

6 Access to Venue

- 6.1 The Hirer may use the Venue as detailed in the booking application form.
- 6.2 The Hirer shall vacate the Venue by the end of the hire period as stated in the booking application form.
- 6.3 If the Hirer does not vacate the Venue at the end of the hire period, and has not been granted a written extension to the hire period, a penalty of a half-day charge will apply for each day the Hirer does not vacate the Venue.
- 6.4 Prior access to the Venue outside working hours, is only permitted with the consent of the Manager and is subject to an additional charge as specified.
- 6.5 The Manager shall have access to all parts of the Venue for the purpose of inspection at all times during the hire period.

7 Health and safety

- 7.1 The Manager will inform the Hirer of unsafe conditions and activities in the Venue and will request the Hirer to take immediate action to make the unsafe area(s) safe.
- 7.2 If the Hirer actions are not adequate or not taken in a timely manner, the Manager will take whatever action considered necessary to make the unsafe area safe at the Hirer's expense.
- 7.3 The Hirer must comply with the terms of the Contract and any additional instructions given by the Manager during the hire period to ensure the safety of all persons within the Venue.

8 Intoxication, enjoyment, risk, loss and damage

- 8.1 The Hirer and the guests of the Hirer must comply with the Sale and Supply of Alcohol Act 2012.
- 8.2 The Manager shall require any person to leave the Venue or terminate the function if, in the Manager's opinion the person—
 - 8.2.1 Is intoxicated, or
 - 8.2.2 Behaving in a manner that impedes or adversely affects the enjoyment of other people in the Venue, or
 - 8.2.3 Behaving in a manner that puts other people attending the Venue at risk, or
 - 8.2.4 Has caused loss or damage or increases the likelihood of the risk of loss or damage to the Venue or any other property, or
- 8.3 The Hirer agrees to indemnify the Rangitikei District Council for any loss or damage suffered by the Venue or for any action taken by the Manager under this clause.

9 Emergency procedure, fire wardens and safety compliance

- 9.1 A written copy of the Hall – Hirer’s Fire Safety and User Responsibilities shall be provided to the Hirer before the hire period commences.
- 9.2 The Manager will instruct the Hirer in respect of the emergency procedure prior to the event commencing.
- 9.3 It is the Hirer’s responsibility to make available copies of the emergency procedures to all its representatives, employees, contractors, exhibitors or other invited people using the Venue.
- 9.4 The Hirer is responsible for providing fire wardens. There should be one fire warden per 100 guests, 2 fire wardens per 300 guests and 3 firewardens per 600 guests.
- 9.5 The Hirer must ensure all practical steps are taken during the course of the hire period to ensure compliance with the requirements of the Health and Safety in Employment Act 1992.
- 9.6 The Hirer may be asked to provide its Health and Safety document to the Manager.
- 9.7 The Hirer must comply with the provisions of all statutes, regulations and bylaws as they relate to the use, occupation, fire prevention, safety and security of the Venue in particular not exceeding the designated room capacity as provided in the Hirer’s Fire Safety and User Responsibilities document.
- 9.8 The use of potential hazards such as candles, smoke machines, dry ice machines, helium balloons or explosive devices is prohibited without the written approval of the Manager. Any application must be made to the Manager not less than ten (10) clear working days prior to the commencement of the hire period.
- 9.9 All electrical equipment used by the Hirer must comply with electrical standards NZS3760:2010.
- 9.10 The Hirer agrees to reduce sound levels if directed to do so by an enforcement officer of the Council.

10 Liability for damage

- 10.1 The Hirer is responsible for any damage to the Venue during the hire period whether caused by them or by a person or persons attending the event.
- 10.2 The following activities are not permitted:
- 10.2.1 Driving of nails, tacks, screws or pins into walls, furnishings, floors or the stage floor area(s).
- 10.2.2 Writing, decorating, attaching of posters or disfigurement of any kind to any wall, floor or ceiling surface by any means
- 10.2.3 Using cellotape or Velcro dots on walls, floors or doors.
- 10.3 The Hirer must protect all walls, floors and doors during the setup, installation and removal of all displays, exhibits and equipment, etc.
- 10.4 The Hirer is responsible for ensuring that its representative, employees, contractors and exhibitors are aware of Clauses 10.2.1, 10.2.2 and 10.2.3 above.

- 10.5 The Hirer may, with prior arrangement with the Manager and immediately prior to the commencement of the hire period and accompanied by the Manager, inspect the Venue and list any existing damage.
- 10.6 The Hirer acknowledges that the Manager will, at the end of the hire period, undertake an “after hire” inspection of the venue on the following working day. The Hirer may, with prior arrangement with the Manager, be present during the inspection.
- 10.7 The Hirer accepts all responsibility in respect of any claim(s) for any loss or damage to property, to the Venue or injury to person(s) during the hire period.
- 10.8 The Hirer is responsible for and agrees to make good, or indemnify the Manager, for any loss or damage to the Venue arising directly or indirectly from the hire or use of the Venue irrespective of whether the Hirer caused that loss or damage.
- 10.9 The Hirer agrees that any loss or damage caused during the hire period may be remedied by the Manager at the Hirer’s cost.

11 Indemnity

- 11.1 The Hirer acknowledges that the use of the Venue is at the Hirer’s risk and agrees to indemnify the Council from all claims, demands, losses, damages, costs and expenses arising from the hire of the Venue and any condition in the hire contract.

12 Setup requirements and Hirer’s equipment

- 12.1 The Hirer must ensure that all setup and technical requirements for the Venue are received by the Manager not less than five (5) clear working days prior to the commencement of the hire period.
- 12.2 The Venue shall not accept delivery of the Hirer’s equipment prior to the commencement of the hire period unless the Manager has provided prior written agreement.
- 12.3 The Manager may, at the Manager’s discretion, charge for the storage of the Hirer’s equipment prior to the commencement of the hire period.
- 12.4 The delivery, receipt and storage of the Hirer’s equipment prior to the commencement of the hire period is the Hirer’s sole responsibility.
- 12.5 The Hirer is solely responsible for the removal of all the Hirer’s equipment by the end of the hire period.
- 12.6 The Hirer’s equipment refers to and includes all equipment that is not equipment supplied or owned by Council.
- 12.7 The Hirer acknowledges that the Council is not responsible for or liable for any damage, loss or theft of the Hirer’s equipment.

13 Fire, flood, earthquake and other events

13.1 The Hirer agrees that if the use of the Venue is rendered impractical by fire, flood, earthquake or other events beyond the reasonable control of Council, the Council is not obligated to perform any of its obligations under the hire contract and is not liable for any damage, loss or expenses incurred by the Hirer.

14 Assignments

14.1 The Hirer is not permitted to sublet any part of the Venue or equipment without the prior written consent of the Manager.

15 Disputes

15.1 The Hirer is required to submit in writing to the Manger the details of any dispute arising from this contract.

16 Licences

16.1 The Hirer is responsible for arranging any licences that may be required for the event.

16.2 A licence to sell alcohol at the Venue is required.

17 Cleaning and removal of rubbish

17.1 The Hirer must leave the Venue in a clean and tidy condition by the end of the hire period. A bucket and mop along with cleaning products are provided for the hirers use. Please ensure that the following tasks are undertaken.

- All toilets to be cleaned and bins emptied
- All wooden and lino floors to be swept and mopped
- Carpets to be vacuumed
- Oven to be wiped down including warming drawer
- Microwave to be wiped out
- Fridge to be cleaned out and left turned off
- All tables to be wiped down and chairs stacked

17.2 If the Hirer has pre-arranged for rubbish removal, the rubbish must be removed before the end of the hire period.

17.3 The Hirer agrees that, at the end of the hire period, the Hirer will be liable for any additional cleaning and/or rubbish disposal of the Venue arranged by or undertaken by the Manager (refer Clause 4.1.1).

18 Signatures

Signed _____ Date _____
(Signature of Hirer or authorised representative)

Name of Hirer or authorised representative _____ Date _____

Signed _____ Date _____
(Signature of Council Manager)

Name of Council Manager _____ Date _____

Part 4 - Post Event Checklist

Hall		
Mangaweka Town Hall		
Checklist		
Checklist following use	Item	Comments
	<input type="checkbox"/> Keys returned	
	<input type="checkbox"/> Floors swept	
	<input type="checkbox"/> Kitchen clean and tidy	
	<input type="checkbox"/> Stoves cleaned	
	<input type="checkbox"/> Microwave cleaned	
	<input type="checkbox"/> Fridge cleaned and turned off	
	<input type="checkbox"/> Curtains undamaged	
	<input type="checkbox"/> Carpets left clean	
	<input type="checkbox"/> Rubbish disposed of	
	<input type="checkbox"/> Forms, tables and chairs clean and undamaged	
	<input type="checkbox"/> Forms, tables and chairs stacked	
	<input type="checkbox"/> Hall vacuum cleaner in place	
	<input type="checkbox"/> Lights turned off	
<input type="checkbox"/> Any damage reported		
Damages		
Please provide details of any damages		
Signatures		
Hirer	Date	
Council Representative	Date	