

Pinehaven Community Hall, Forest Road, Pinehaven

Terms & Conditions for the Hiring of Pinehaven Community Hall

This document details the terms and conditions relating to the Short Term use of the Pinehaven Community Hall ('the Hall')

Name of Hirer (the Client): _____

Type of Function: _____

on the date: _____ at (time): _____

The Client shall pay Pinehaven Progressive Association a hiring fee of _____ for the use of the Hall and payment shall be made in full in advance of the event. Current rate \$15 per hour.

General Terms

- the Client shall undertake to maintain the Hall in a reasonable state during its use
- no smoking inside any part of the building
- the Hall shall be left in a clean & tidy condition at the conclusion of the function
- the Client is responsible for cleaning the venue
- cleaning must be done within the booked period (unless other arrangements are made)
- the Client must remove all rubbish from the venue & grounds after their hire
- chairs stacked and returned to storage area
- alcohol may not be sold at the hall
- any damage to the hall or contents shall be repaired or replaced by the Client

In a move towards sustainability, the PPA asks that you reduce and remove your rubbish and recycling when you leave the hall. We no longer have a bin onsite, but black bin liners are available for your use, so please remember to take used bags with you when you leave.

Covid-19 Health and Safety measures

Please follow the guidance for gatherings under the Covid-19 Alert Levels.

Level 1

- encourage all users to wash hands and ensure the building is left clean
- encourage all users to keep a record of their visit
- ask any attendees to stay home if sick

Level 2

- records must be kept of anyone attending for contact tracing purposes
- keep surfaces clean after use
- wash hands or have hand sanitizer available for attendees
- maintain safe physical distancing
- people who are sick should stay at home

Levels 3 and 4

- The hall will be closed to the public.

Liability / Insurance

The Client is responsible for ensuring all children are supervised & safe at all times.

It is the Clients responsibility to indemnify the Pinehaven Progressive Association where the circumstances giving rise to a claim for indemnity:

(a) Arise out of, or in connection with, the Client's use of the Premises or this Contract; and

(b) Are circumstances where the Client is the party responsible for the cause of the event or events giving rise to the liability or

potential liability.

Security

The hirer is responsible for securing the facility upon completion of the function. Ensure:

-all lights, heaters, stoves and electrical appliances are turned off and windows and doors are closed and locked

Client Details

Name: _____ Phone: _____

Address: _____

I confirm that I am over 18 years of age and that I have fully read, understand and agree to abide by the terms of this contract.

Signed: _____ Date: _____

Bookings

Contact Di Workman hall@ppa.org.nz

PPA Bank Account: 03-0774-0857067-00