Pinehaven Community Hall, 5a Forest Road, Pinehaven, Upper Hutt

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.

Payment shall be made in full in advance of the event. Current rate is $20 per hour. Refunds are not available.

Hall hire duration is to include set-up and clean-up time.

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
-alcohol may not be sold at the hall
-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 & tables stacked and returned to storage area
-any damage to the hall or contents shall be repaired or replaced by the Client
-hall is left locked with key returned to lockbox

PPA asks that you reduce and remove your rubbish and recycling when you leave the hall. Black bin liners are available for your use, so please remember to take used bags with you when you leave.

Liability / Insurance

The Client is responsible for ensuring all children are supervised & safe at all times.
It is the Client's 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 Client 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