

Katikati War Memorial Hall Committee Inc.

C/- Katch Katikati

36 Main Road, (at The Arts Junction) Katikati

Phone 07 549 5250 Email katikatimemorialhall@gmail.com

Confirmation of Hall and / or Lounge Booking

Dates / Days Hireage required: _____ -

All bookings should allow for set up and clean up time.

Time required: In _____ Out _____

Rooms required: Hall/Lounge /Supper room Order/Purchase Number _____

Contact Person: Name: _____

Phone: _____

Email: _____

Function Type: _____

Hireage Fees: Room Hire \$ _____

Equipment Hire \$ _____ (ie tables, sound system)

Bond \$ 250.00

Food & Beverage Bond \$ _____

Booking Fee \$ 20.00

Total cost \$ _____

Will alcohol, kava or mind-altering drugs be present on the hired premises?

Yes / No

If Yes to the above question will it be for sale?

Yes/No

If yes, a liquor license must be acquired the Western Bay of Plenty District Council

**Please check requirements under terms and conditions of booking*

I / We accept responsibility to ensure that the emergency evacuation scheme for this building (copy attached) is operational whilst occupied by our organisation.

I / We agree that I / we have read and understood the Terms and Conditions relating to the hire of the premises (copy attached)

Signed in acceptance of Terms and Conditions: _____

Date: _____

Katikati War Memorial Hall Committee Inc.

C/- Katch Katikati, 36 Main Road, Katikati, phone 07 549 5250

Terms and Conditions of Hall and / or Lounge Booking

HIRE:

1. Booking applications must be confirmed by payment in full 14 days prior to use or at the time of booking if this is less than 14 days before use.
2. Frequent users will be invoiced monthly in arrears.
3. Should the confirmed booking be cancelled the booking fee will be retained.
4. The Hall Committee has the right to refuse any hire.
5. Hall and / or Lounge bookings include the use of chairs and kitchen facilities.
6. All functions must cease by midnight. The facilities must be cleaned and evacuated no more than one hour after this time.

FEES:

1. All bookings are subject to a one-off booking fee of \$20.00.
2. Use of trestle tables within the hall \$3.00 per table.
3. Should the booking be cancelled within 7 days of use, there will be a cancellation fee of \$20.
4. Sound system \$50 per day. (\$50 bond is required)

BOND:

1. A \$250 bond is payable in cash for all "one off" bookings.
2. An additional cash bond of \$200 will be payable if providing food or beverages on the premises.
3. Bonds will be refundable seven days after use following an inspection of the premises.
4. Part or all of the bond may be retained after use for the following reasons:
 - a) To meet costs incurred to clean the premises
 - b) Rubbish removed after use will be charged at \$20 per bag
 - c) There is damage or loss relating to buildings, furnishings, appliances, entry toggle or crockery
 - d) The air conditioning remote is missing or damaged
 - e) The bond will be forfeited in full for smoking in the building
5. Should the bond be insufficient to cover the expenses of the Committee in the above matters, the hirer will be responsible for any remaining balance.

RESPONSIBILITIES OF THE HIRER

1. When booking obtain the necessary licenses or permits where alcohol or Kava will be present.
A: **Non-Sale of Liquor** (including Kava and any drink containing alcohol) at such functions as weddings, wine and cheese, etc.: There is no requirement to apply for a Liquor License, but the hirer still needs the permission of the Hall Committee (or their agent – Katch Katikati) on sighting details as to the type of function and what and how much liquor will be made available by the client.
B: **Sale of Liquor:** For a client to sell liquor in the hall, they must apply for a Special Liquor License issued by the WBOP Council Liquor Licensing Committee. The application can be downloaded from the council website www.westernbay.govt.nz and search for alcohol license, or it can be obtained the WBOP council local office. This application must be accompanied with a letter from the Katikati Memorial Hall Committee that approves the sale of liquor in the hall. To keep this official this letter must be signed by either the Katikati Memorial Hall Committee chairman or the vice-chairman and cannot be delegated to the agent (Katch Katikati). The approval needs 20 working days once submitted to council.
2. Ensure no smoking within the buildings at any time.
3. Please ensure **NO** vehicles are driven or parked on the Memorial Square.
4. Compliance with the Fire Evacuation procedures, including keeping fire exits clear at all times and ensure that maximum numbers are not exceeded; Hall 500 people seated or 900 for standing and Lounge 90 people seated. You must appoint a person from your group as the building fire warden.
5. Know how the lighting, heating and kitchen appliances work and what the cleaning requirements are.
6. Collection of the keys at an agreed time from the booking agent. (In the event that staff is required to respond to an afterhours call-out for access a **\$50.00** fee will be incurred by the user.)
7. Set up of the facilities for your use (please note that furniture and equipment should **not** be dragged over the floor. Tarpaulins should be used to protect the floor where heavy use may cause damage).
8. Use **bluetack** for attaching things to the walls or floor and not staples or tape that leave marks.
9. Any loss of or damage to people or private property arising during the hire of the facilities.
10. Exercise proper control and supervision of persons on the premises and take all steps necessary to prevent damage to the premises and their contents.
11. Ensure that no ballroom powder is used on the floor and that no stiletto heels are worn.
12. Provide your own plates, cutlery, tea towels, dish cloths, dishwashing liquid, and rubbish bags. The kitchen sterilizer has an internal cleaning system so use no other chemical in the machine)
13. Leave the kitchen facilities in a clean and tidy condition – wipe clean all appliances and surfaces, switch off all appliances (further instructions located in the kitchens).
14. Hall - Return chairs to storage areas and stack in fives. Return tables and stack neatly.
15. Lounge - Return chairs in stacks of five against walls. Replace tables tidily against the walls.
16. The hall should be swept. Any spills should be cleaned up with a cloth and bucket. **DO NOT mop the floor.** (Cleaning equipment is stored in the cupboard through the entrance to the men's toilet door)
17. The lounge should be vacuumed. (found in cupboard by kitchen)
18. Flush toilets and remove rubbish from wastepaper bins.
19. **Remove all rubbish, food, cans, bottles and paper from the premises.**
20. Secure windows, lock all external doors, and turn power off at the master switch.
21. Return keys as directed, non-returned keys will incur a charge.

DISCLAIMER

1. The Committee accepts no liability whatsoever for loss or damage sustained to any property or equipment whether it is owned by the hirer or not, which is brought onto and / or stored on the premises.
2. The Committee has the right to refuse to hire the facilities, change conditions, or cancel bookings without reason.