

# MELVILLE HALL SOCIETY

## TERMS AND CONDITIONS OF HIRE – MELVILLE HALL

### Booking

- When making a booking, users must state the purpose for which the hall will be used and agree to comply with the conditions of hire.
- The Hirer must be over twenty five years of age.

### Fees

- All payments for casual hire must be made in advance.
- Casual hirers will be required to pay a deposit (part of the total hire charge) at time of booking to confirm the booking. The deposit shall be non-refundable.
- Hireage for the hall is required to be paid two weeks prior to event.

### Payments

- Deposits and bonds for the venue hire must be paid online into the MHS Westpac bank account; 03 1560 0050983 00

### Security Bond

- \$500 security bond shall be paid in advance not less than two weeks before the intended date of hire, unless otherwise agreed. This amount can be varied at the discretion of the Secretary.
- The bond will be repaid when no additional cleaning is required and where there no breakages or any other damage caused as a result of hire.

### Permanent Bookings

- The Hirer agrees that where an application is for a permanent time and venue, The Hirer is required to give the Secretary 2 weeks' notice of any time or times that the hirer is not using the time allocated to them. If the Secretary does not receive this information then the hirer will pay in full the time or times not used. MHS reserves the right to review the contract from time to time and give the Hirer adequate notice in writing if necessary of any changes to the contract.

### Obligations

- The Hirer accepts all responsibility in respect of claims of any kind arising from loss, damage or injury sustained in connection with the use of the Hall. Unless the Hirer shall show before the commencement of the period of hiring that any property of the MHS in the hall is damaged and reports this fact to the MHS, such property shall be deemed to have been undamaged at the commencement of the period of hire.
- The Executive committee of the MHS expressly reserves the right to refuse any application and to cancel any engagement already made, and to refund the rental paid, if such action is considered to be warranted. The MHS shall not be liable in any way for any loss or damage or otherwise in consequence of the exercise of this right.
- The Executive committee shall not be liable for any loss of or damage to any property whatsoever belonging either to the Hirer or any person attending the function.

### Legal Requirements

- The Hirer will not conduct meetings or gatherings at the Hall considered unlawful under New Zealand law. The Hirer will maintain good order and discipline in and about the premises. Any unlawful conduct will cause immediate cancellation of the hire contract.

### Noise

- The Hirer shall respect the neighbours in regard to the level of noise generated by the hire activities including the use of vehicles.
- All music must stop at midnight on Fridays and Saturdays or at 11.00pm on other days. MHS has the right to immediately terminate functions that are causing unnecessary disturbance in their opinion.

### Parking

- Marked angle car parking provided outside of the Hall.
- Overflow parking on the grassed area south of the Hall.

### Fire Safety

- The Hirer will ensure that fire safety codes are complied with and that NO inflammable spirits or dangerous goods are taken into the building. The Hirer must nominate a representative to take responsibility for ensuring compliance with all safety and evacuation procedures during the hire.
- Evacuation procedure notices are posted in the hall. In case of Fire, evacuate the premises IMMEDIATELY and call the fire brigade phone 111. Hirers will be held responsible and liable for any charges made by the Fire Brigade for a malicious fire call.
- Assemble in car park area. Stay outside of the building until the "all clear" is given

- Dry Powder Extinguisher for electrical fires is located in the kitchen.

#### Smoking/Drugs

- Smoking is **NOT** allowed anywhere in the **building, decked areas and ramp**. Disregard of this policy could lead to forfeiture of the Bond.
- No drugs to be supplied, consumed or sold on the premises.

#### Decorations

- **No decorations, placards, signs or lighting etc are to be mounted around the outside of the hall.**
- Decorations can only be attached to the red autex composition above the timber.
- **Do not attach decorations to the electric fans, ceiling or timber sides.**
- **Only use tacks or pins to secure decorations to the autex. The use of bluetak or sellotape is forbidden anywhere in the Hall.**
- Nails, screws, or any other fastenings **must not** be driven into or attached in any way to walls, floor, furniture or fittings. The cost to repair damage will be deducted from the bond.

#### Liquor

- **No alcohol is to be consumed outside the Hall.** The sale of liquor on the premises is subject to a license being issued by the Hamilton City Council and the license is to be sighted prior to the use of the hall.

#### Restrictions on Use of Building

- The Hirer will need to set up any chairs and tables that they require. These must be cleaned and put away in their designated area, after the function. Hirers must not drag tables and chairs across the floor and must stack **chairs no more than ten high**.
- All exits must be kept clear and free from obstructions.
- You will need to control access to the kitchen at all times to ensure that you maintain hygiene regulations. For safety and insurance purposes, Hirers must not allow children in the kitchen area and they must leave floors, worktops and equipment in a clean, safe and tidy condition.
- **There is no cooking allowed in the Kitchen, you can only heat up pre-cooked food.**
- **In the Kitchen please do not place very hot pots etc directly onto the bench tops, please use either wooden bread boards or similar.**
- Caterers shall remove all their goods, properties and materials, including kitchen refuse and garbage, and vacate the premises within one hour of the expiration of the period of hire.
- Garbage and refuse shall be deposited in plastic bags supplied by the Hirer and removed from the premises.
- Before vacating the building, **Hirers must ensure that they securely close and lock all windows and doors**. They must also turn off all taps, turn off and clean all kitchen equipment, remove all rubbish from both the inside and outside of the hall, switch off all lights, and check that everyone has left the building.
- The Hirer shall ensure that all persons have vacated the premises by the time stated and approved on the Application Form. Excess charges will be incurred if the pre-booked time is exceeded; this will be deducted from the bond.
- MHS and its representatives shall have admission to the premises, or any part thereof, at all times.
- Any dispute arising between the Hirer and any representatives of the MHS shall be referred to the MHS Chairperson or nominee whose decision thereon shall be final and conclusive.

#### Cleaning

- The Hirer will ensure that the Hall and surrounding outside area is kept clean and tidy during the hire, and must be left in a clean and tidy condition at the conclusion of the hire period.
- **All cleaning must be done on the night of the hireage.**
- When kitchen is used, the benches are to be washed down and kitchen refuse removed. Clean the oven, fridge and pie warmer. Hirer must provide their own tea towels and rubbish bags.
- Sweep and mop floors as necessary. **Please use hot water and floor cleaner (supplied in the cleaning cupboard)** to mop floors. Wipe down all tables and put in the storage space. Stack chairs and put in the storage space.
- All rubbish from both inside and the outside of the hall must be removed by the Hirer.
- All Toilets must be left in a clean and tidy state
- If the floor is not left in a clean condition the MHS may need to get professional cleaners to rectify the floor and there will be an additional charge to the hirer of between \$250 - \$350 and will be deducted from the bond.

#### Security

- It is essential that the Hirer either hires a security company **OR** have senior family member(s) be in attendance from the commencement to the end of the function and will be responsible for security and ensuring there is no damage to hall or hall property.

## MELVILLE HALL SOCIETY CONTACT

Email:            halsteadrestorations@gmail.com

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**These Terms and Conditions of hire are accepted for and on behalf of the Hirer;**

Name:            \_\_\_\_\_

Address:        \_\_\_\_\_

Phone:           \_\_\_\_\_ Email: \_\_\_\_\_

Signed:         \_\_\_\_\_ Date: \_\_\_\_\_

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**We hope you enjoy using the Melville Hall.**

**Thank you for helping us to maintain the Hall to a high standard.**

**THESE RULES AND CONDITIONS MAY BE AMENDED BY THE MELVILLE HALL  
SOCIETY AT ANY TIME**