

**ONETANGI RESIDENTS ASSOCIATION (INC)**

**PO Box 734 Onetangi Waiheke Island**

**CONDITIONS OF USE - FOR HIRE OF ONETANGI HALL Effective 2018**

**(The term hirer refers to the person who signs this agreement)**

1. Payment of the Bond confirms the booking and the balance (hall hire charge) is to be paid no later than three weeks prior to the date of the hire.  
The Bond will be repaid within two weeks if the hall is left in a satisfactory condition. This is paid back as soon as possible after the hire. However as the committee is made up of volunteers there are occasions when the bank signatories may not be immediately available.
2. All reasonable care is to be taken of the hall and chattels. The hall is to be left clean and tidy as per Exit checklist. Chairs and tables should be cleaned and returned to their original position. Curtains are to be drawn and all windows and doors secured on leaving.
3. The hirer is responsible and must ensure that the hall capacity of maximum of 80 (eighty) people seated at any event is enforced.
4. All rubbish from inside and outside the hall is to be placed in the wheelie bins and left at the bottom of the drive for Monday collection.
5. The hall must be cleaned within the booked period. Cleaning is the responsibility of the hirer.
6. The hirer assumes full responsibility for all licenses and permits required for their activities including liquor licensing and should adhere to all laws and by-laws if **selling** alcohol on the premises. The hirer should be in attendance at all times while the hall is in use
7. ALL MUSIC MUST CEASE AT MIDNIGHT.
8. Noise levels MUST BE KEPT to a considerate, socially acceptable level at all times. Guests at late night functions are expected to be considerate of neighbouring residents when leaving the hall and driving home.
9. The hirer is responsible for switching the power off at the switchboard, locking the hall and returning the keys to the lockbox.
10. The hirer is liable for the cost of: Replacement of lost keys, new locks if necessary, repairs for any damage or breakage, cleaning costs if left unclean.
11. The hirer assumes full responsibility for Public Liability during the period covered by this agreement.
12. The hirer is responsible for any insurance cover required for any of the hirer's property used in the hall.
13. The hall shall not be sublet by the hirer.
14. Cancellation: Payment will be refunded in full if notified 7 days before the Hall Hire date. If notified less than 7 days of the Hall Hire Date a cancellation fee of 20% of the hireage fee will be charged and the full bond refunded.

I have read the above conditions, understand them fully and agree to adhere to them.

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

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Hire Date: \_\_\_\_\_ Total Cost: \$ \_\_\_\_\_

On behalf of Onetangi Residents Association Inc: