

ONETANGI RESIDENTS ASSOCIATION (INC)
17 Third Avenue, Onetangi, Waiheke Island
CONDITIONS OF USE - FOR HIRE OF ONETANGI HALL 2022
(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. Please send a screenshot of your transfer for proof of payment. The bond will be repaid within two weeks if the hall is left in a satisfactory condition, and deadlines for vacating the hall and acceptable noise levels have been adhered to.
2. All reasonable care is to be taken of the hall and chattels. Stack chairs and tables and return to their original position. Curtains are to be drawn and all windows and doors secured on leaving. See; Exit Check List.
3. The hirer is responsible and must ensure that the hall capacity of a maximum of 80 (eighty) people at any event is enforced.
4. No chewing gum, no glitter, no candles, or incense. All cigarettes put in the outside bucket. All rubbish from inside and outside the hall is to be placed in the wheelie bins. If the rubbish doesn't fit in the bins, please **remove** from premises. It can be dropped off at the transfer station free of charge. Ask for orange bags.
5. The hall must be cleaned within the booked period if hirer is not paying for professional cleaners.
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 shall be in attendance at all times while the hall is in use.
7. ALL MUSIC MUST CEASE AT 11.30 PM AND GUESTS MUST VACATE THE PREMISES BY MIDNIGHT. ORGANISERS MUST VACATE BY 12.30AM.
8. For those events requiring a security guard, see the "Security Guard Use" addendum.
9. Noise levels MUST BE KEPT to a considerate, socially acceptable level at all times. The front door must be closed after 10.30pm. Guests at late night functions are expected to be considerate of neighbouring residents when leaving the hall and driving home.
10. The hirer is responsible for switching the power off at the switchboard and locking the hall.
11. The hirer is liable for the cost of: Replacement of lost keys, new locks if necessary, and repairs for any damage or breakage, including any loss of equipment or furnishings.
12. The hirer assumes full responsibility for Public Liability during the period covered by this agreement.
13. The hirer is responsible for any insurance cover required for any of the hirer's property used in the hall.
14. The hall shall not be sublet by the hirer.
15. Cancellation: If 14 days' notice of cancellation is given, payment will be refunded in full. If 7-13 days' notice of cancellation is given, a cancellation fee of 50% of the hall hire fee will be charged. If less than seven days' notice is given, there will be no refund of the hall hire fee. The bond and the cleaning fee will always be refunded in full.
16. Failure to comply with the terms of this agreement may result in all or a portion of the bond not being refunded.

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

Name:

Signed:

Date

Address:

Mobile:

Telephone:

Email:

Account number (for repayment of the bond):

Hire Date:

Total Cost: \$

On behalf of Onetangi Residents Association Inc: