



154 Maratai Drive  
Maratai, Auckland 2018

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## HIRE BOOKING FORM

Name to be booked under \_\_\_\_\_

Venue required \_\_\_\_\_  
(Hall, Stage, Library – please circle which facilities needed)

Date required \_\_\_\_\_ Recurrence \_\_\_\_\_

No of People \_\_\_\_\_ Access: Arrival time \_\_\_\_\_ Departure time \_\_\_\_\_

Brief Description of event: \_\_\_\_\_

Contact person: \_\_\_\_\_

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

Phone No: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

Other relevant information or requirements: \_\_\_\_\_

### **Please complete and return with your non-refundable deposit to:**

The School Office, Maratai Beach School, 154 Maratai Drive

Office Use:

Date received \_\_\_\_\_ Hireage Fee \_\_\_\_\_

Booking confirmed \_\_\_\_\_ Bond \$ \_\_\_\_\_

Processed \_\_\_\_\_ Date Bond received \_\_\_\_\_

## HIREAGE TERMS AND CONDITIONS

1. The hall will only be available to members of the local community and at the discretion of the BOT.
2. Conduct at every function held in and around the hall must comply with Auckland City Council bylaws.
3. The hall must not be sub-let.
4. The hirer is responsible for ensuring that before leaving the hall:
  - (a) Vacating the premises at the time indicated on your application.
  - (b) The whole hall/library including toilets, are clean
  - (c) All rubbish to be removed from the site.
  - (d) All items of furniture moved are returned to their original position.
  - (e) All lights and electrical appliances turned off.
  - (f) The alarm is set.
  - (g) All doors are securely locked.
5. Damage. The hirer is responsible for the cost of repairs of any damage, other than reasonable wear and tear, that may occur during the period of hire or as a result of the hireage. All damage must be reported to the school office as soon as possible.
6. The consumption of alcohol is generally prohibited in or around the hall/library and school grounds unless previously approved by the Board of Trustees.
7. The hall/library should be left in a clean and tidy condition on departure.
8. Smoking and the use of chewing gum are not permitted on the school premises.
9. The school accepts no responsibility for any losses or liabilities incurred by the hirer or users of the hall/library.
10. General Safety and Security – Please ensure that all safety precautions (as required by law) are taken to eliminate injury to persons and damage to the premises and equipment. Please make sure that rooms not part of this hireage agreement are not entered and that doors that are locked remain so. Please check before leaving that **ALL** windows and doors have been secured.

### **Keys:**

Keys and security code can only be collected from the school office during office hours (8.00 a.m. – 4.00 p.m.) upon payment of hire fee and bond. Keys are to be returned to the school office within the first day which the school office is open after the period of hireage, unless the hall/library co-ordinator has agreed to alternative arrangements. In the event that a key is lost the BOT may decide to either replace the hall locks and permanent keys or replace the key – either action to be at the cost of the hirer.

### **Parking:**

Parking in the school grounds is in designated areas only.

### **Decoration:**

No decorations to be attached to any wall, door, ceiling or window surfaces.

## MARAETAI BEACH SCHOOL HALL HIRE AGREEMENT

### Conditions of Hire:

As this is a school hall/library, the school reserves the right to use it for a school function and must give the hall hirer **5 days notice** and offer alternate space for that occasion (if available).

### Costs:

- **Minimum charge of \$60.00 for two hours and \$25.00 per hour for any additional hours**
- Payment to the Maraetai Beach Board of Trustees, hereafter referred to as the "BOT" GST Number 13-333-467.
- Hours of use can be monitored through the setting and unsetting of the alarm.
- No refund will be given for hours not used. Excessive time overruns will be deducted from the bond.
- Payment must be made in advance.
- Bond of \$200 cash in advance with \$50 retained if booking is canceled.
- A charge of \$45 per hour will be made for any additional cleaning required in the hall/library or in the grounds.
- This agreement shall be deemed a Tax Invoice for the payment of GST.
- Any damage is the responsibility of the person or groups hiring the venue. Any callouts for security or fire alarms are the responsibility of the hirer.

### Bookings:

Bookings can only be made with the school office during office hours (8 30 a.m. – 3.30 pm) and the booking is secured by signing a contract and payment of the bond as a deposit.

### Bond:

A bond of \$200 is required and must be paid before the key and security code are uplifted and will be returned to the hirer at the termination of the hire agreement provided that the BOT is satisfied with the condition in which the hall/library/grounds are left. **The security code should not be given to any other person.**

I \_\_\_\_\_ confirm that I have read the above and agree with the terms and conditions stated.

\_\_\_\_\_ Hirer's Signature

\_\_\_\_\_ BOT Rep. Signature

\_\_\_\_\_ Date