



Dominion Road School  
14 Quest Terrace,  
Mt Roskill 1041  
Phone: 621 0155  
Email: [office@dominionrd.school.nz](mailto:office@dominionrd.school.nz)

## TERMS AND CONDITIONS OF HALL HIRE

The School is proud of its environment and expects users of the facility to assist in the maintenance of this.

### Costs associated with hire:

- Booking Fee is \$50.00 to secure the booking.
- Cost guide is **\$50 per hour** for a minimum of 2 hours.
- **Bond of \$500.00 is required prior to the event.**
- Payment to the Dominion Road School Board, hereafter referred to as the Board.
- Please be aware *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 over agreed hours will be deducted from the bond.
- Payment for hire must be made two weeks in advance.
- A charge of \$50 per half hour will be made for any additional cleaning required in the hall 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. This includes failure to set the alarm by 10.15pm**

### Dominion Road School Hall Hire – Terms

**Booking Enquiries:** These can be made by contacting the school office between 8.30am and 3.30pm. Either by email to [office@dominionrd.school.nz](mailto:office@dominionrd.school.nz) or phone 621 0155.

**Hall Availability:** The hall is available for rent from 8.00am–10.15pm on Saturdays and Monday to Friday from 6.30pm to 10.00pm. This time includes set up and clean up so please ensure any event finishes with enough time for cleaning.

**Deposit:** To secure your booking, a \$50 deposit is required. Should there be a cancellation, the deposit will be forfeited.

**Bond/Hire Charges:** The \$500 bond and full hire charges will need to be paid prior to the event.

The \$500 bond will be returned to the hirer by internet banking at the termination of the hire agreement provided that the key has been returned and the Board is satisfied with the

condition the hall is left in. Please ensure you have supplied us with the correct bank account details for the bond to be refunded.

**Maximum Numbers of Guests Inside the Hall:** For health and safety reasons, the hirer must ensure that the gathering will adhere to the maximum number of guests/participants for the event depending on the function. If the function requires sitting down around tables there is a maximum number of *150 guests*. Otherwise, the maximum number is *200 guests*. At no time should the hirer exceed the number of guests and the hirer's bond will be forfeited if this occurs.

**Keys:** Keys can be collected 1 day prior to the hire date from the office during school hours, provided full payment (of bond and hireage) has been received. Keys will need to be returned on the first day the office is open after the period of hireage, unless alternative arrangements have been made with the school.

In the event that a key is lost the Board 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.

**Chairs and Tables:** There are 200 chairs available and 6 trestle tables.

**Parking:** Parking in the school grounds is to be in designated areas only.

**Decoration:** No decorations to be attached to any wall, door, ceiling or window surfaces. Decorations can be attached to the wires that run along by the windows.

***There are to be no bouncy castles or other large structures inside the school hall:***

**Hirer Signature Required:** 

**Sound System:** The school sound system is **not** to be used and is **not** available for hire.

**Data Projector:** The school data projector is **not** to be used and is **not** available for hire.

**Stage Curtains:** Please refrain from using these. These will be checked at the end of each hire for any damage.

**Termination:** If either party wishes to terminate the contract, two weeks notice must be provided in writing. Please be aware that your deposit will not be refunded.

### **Dominion Road School Hall Hire – Conditions**

1. Conduct at every function held in and around the hall must comply with Auckland City Council Bylaws.
2. The hall must not be sub-let.
3. The hirer is responsible for ensuring that before leaving the hall:
  - a) The whole hall, including toilets, kitchen and entrance ways are clean. Cleaning is to be carried out immediately after functions, or by prior arrangements. Floors must be swept and mopped
  - b) All rubbish is removed from the school premises including the school grounds

**DO NOT deposit** any rubbish into the school skip or wheelie bins as this may incur cost to the Hirer, **i.e skip - \$60.00 & wheelie bins - \$30.00 per wheelie bin used.**

- c) All items of furniture moved must be returned to their original position.
- d) All lights and heating to be turned off.
- e) The alarm is set.
- f) All doors are securely locked.
- g) All windows are secured.

If the premises and facilities are left in an unsatisfactory state of cleanliness, the Hirer will be contacted by the Property Manager to clean again. Failing to do so, the bond will be forfeited and the Hirer is required to pay the difference to the Commercial Cleaners if exceeds the bond amount.

- 4. Please provide full details of the hall set-up at least 48 hours in advance of the event.
- 5. 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 within 48 hours of the end of the hire period.
- 6. The consumption of drugs is prohibited in or around the hall and school grounds.
- 7. As required by Government Legislation, the school buildings and grounds are a smoke free environment and this includes vaping. There is to be no smoking or vaping in or around the hall and school grounds.
- 8. The consumption of alcohol is only permitted inside the hall and is not to be sold or consumed in the school grounds.
- 9. The use of chewing gum is not permitted on the school premises.
- 10. The hall will be cleaned immediately after the period of hire unless alternative arrangements have been agreed to by the school.
- 11. The school accepts no responsibility for any losses or liabilities incurred by the hirer or users of the hall.
- 12. 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, which are not part of this hireage agreement are not entered into and that doors that are locked remain so.
- 13. Provision of First Aid will be the responsibility of the hirer.
- 14. Kitchen – If the kitchen is used, it is to be left in a tidy, clean state with all appliances used turned off, except for the fridge.
- 15. The hirer acknowledges that the hirer has no right to the exclusive use of the facility. Functions relating to the school will get priority. Fourteen days notice will be given should this occur unless extra unusual circumstances e.g. emergency meeting to be held, therefore very short notice may be given.

16. No balls of any kind are permitted inside the hall at all times, unless they are specifically designed for indoor use (soft balls).
17. Sprigs (or similar) are not permissible and are to be removed when in the hall.
18. No furniture is to be moved into the hall without permission of the school.
19. A 4 digit alarm code will be provided to the Hirer for the alarm system. This code must not be passed to any other person without permission of the school. The alarm code is changed regularly to ensure security is maintained.
20. In the case of alarm activation, please call our security company, **Alarm Watch** (phone: **0800 339 999** or 09 524 6050) immediately. If this does not occur and a security patrol is sent, the cost for the call out will be the responsibility of the hall hirer.  
  
The Caretaker (Paul Mataiti) will also need to be called on 027 782 3923.
21. Any damage to any school equipment will be charged for.
22. Please be respectful to our neighbours by ensuring that any music is played at a reasonable level and is not so loud as to cause complaints.

### **Permanent Hall Hirers**

School requires 2 weeks notice if the hirer is unable to use the hall for the specified booked day. No notification to school will be counted as hired day and the hirer will be charged accordingly for the contract hours as per the hirers agreement.

I have read and understand the terms and conditions

Signed by Hirer \_\_\_\_\_

Name of Hirer \_\_\_\_\_

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