



CASUAL USERS – HALL USE APPLICATION FORM

PLEASE NOTE: This form is specifically for short meetings (2 to 3 hours duration) and exercise classes. For more extensive use of the halls please fill in the full application for the specific hall you would like to use.

HALL

Bulls Mangaweka Marton (Memorial) Taihape

APPLICANT DETAILS

Applicants Name _____

Applicants Address _____

Contact Person _____

Phone Work _____ Home _____

Contact Person _____

Phone Work _____ Home _____

BOOKING DETAILS

Area Required Main Hall Meeting Room

Date(s) Required _____

Hours Required _____

Purpose _____

Activity Type Private Use Public Use

Expected Attendance 1-20 21-50

Are there any health and safety issues Yes No

As a casual user I understand my application covers limited use of the hall (e.g.: no food, alcohol, no site preparation etc).

Signed _____

CLEAN UP

Please Note:

- Do not use powder on the floors
- Users responsible for bringing their own cleaning equipment

Please detail your clean-up plan _____

PAYMENT

Payment is to be made prior to the use of the hall.

The fee depends on what hall you book and for how long. Please see the current Fees and Charges document for further information or contact the Council on 0800 422 522.

Signed _____

Date _____

CONDITIONS OF USE

The applicant will be liable for any damage done to the building, fixtures, fittings and crockery through an act either of the applicant or of any person attending the function for which the hall is booked.

The applicant is responsible for leaving the areas used clean and tidy. In the event that the caretaker is involved in additional work through the failure of the applicant to clean up properly the applicant is liable for all costs incurred.

If the Council becomes aware that the applicant is in breach of any of the terms of this contract, it shall be empowered, through its agents or employees, to cancel the usage or evict the applicant.

For fire safety purposes, the applicant is required to keep the side access way clear of parked vehicles during the use of the hall.

No chairs or furniture should be stored in front of fire exits.

Please note smoking is prohibited in all halls.

CHECKLIST FOLLOWING USE

- | | | |
|--|------------------------------|-----------------------------|
| Keys returned | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Rubbish disposed of | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Forms, tables and chairs clean and undamaged | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Lights turned off at mains | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Carpets left clean | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Any damage reported | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Details of damage _____

Applicants Signature _____

Council Representatives Signature _____