RANGITĪKEI DISTRICT COUNCIL

Facility Hire Form

0800 422 522 (24 hrs)
hallbookings@rangitikei.govt.nz
46 High Street, Marton
Private Bag 1102, Marton 4741

Kokako Street Hall - Taihape

Maximum hall capacity - 107

This application includes three parts. Please ensure you have received, read and understood all sections, complete and sign all relevant areas before returning.

- **Part 1** - Hirer and Event Details
- **Part 2** - Hirer's Fire Safety, User Responsibilities and Fire Action
- **Part 3** - Terms and Conditions of Hire Contract

Full details of hall charges, including cancellation fees, are set out in the Current Schedule of Fees and Charges document available on Council's website.

PART 1 - Hirer and Event Details

Application Details		
Name of Hirer/Club/ Organisation:		
Contact person: (if different to Hirer name)		
Address of Hirer:		
Phone of Hirer:		
Email of Hirer:		
Name of event:		
Type of event * Certain types of events maybe restricted	☐ Community Event	☐ Commercial Event
	☐ Sports Event	☐ Private Event
Is there an entrance fee?	☐ Yes, there is a fee	☐ No Charge
Recurring Event:	☐ Yes ☐ No	Recurrence: ie Weekly/Monthly
Brief Description		
Expected numbers attending	☐ Less than 50	☐ More than 50 - Less than 100
	☐ More than 100	
Note: 100 people or more will require a Safety Management Plan to be completed.		

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Event Details		
Event Date:		
Time of Event	From:	To:
Set Up Date (if applicable):	Time:	
Break Down Date: (if applicable):	Time:	

Alcohol	
Is alcohol to be consumed at your event?*	☐ Yes ☐ No
* If Yes, an Alcohol Management Plan must be completed	
Are you selling alcohol?	☐ Yes ☐ No
If Yes, a Special Licence is required.	
Is alcohol included in ticket price?	☐ Yes ☐ No
If Yes, a Special Licence is required.	
Special Licence application forms are available on our website. Alcohol Licensing Forms and Guides. Hall hire approval is conditional upon as receiving proof of your Special Licence.	
If a Special Licence application is not successful will you still hire the facility?	☐ Yes ☐ No

Food	
Will you be selling food?	☐ Yes ☐ No
If yes, are you registered under a food control plan?	☐ Yes ☐ No

Noise	
Will there be potential noise issues? eg. live band, other forms of entertainment	☐ Yes ☐ No
If Yes, please provide details:	

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Erection of Structures	
Will you be erecting a structure? eg. wedding silk lining	☐ Yes ☐ No
If Yes, please provide evidence you have consulted the council regulatory department.	

Animals	
Will animals be involved in the event?	☐ Yes ☐ No

Traffic Management	
Will there be any traffic issues? eg parking	☐ Yes ☐ No

Bank Account Details for deposit refunds
Please provide a deposit slip or confirmation of your bank account for the refund of key and hall deposits.
Bank Account
Bank Account Name
A verified bank account must be provided in the name of the Hirer listed on the application. Please ensure it shows the account holders name and account number.

PART 2 - Hirer's Fire Safety, User Responsibilities and Fire Action Plan

Fire Safety and User Responsibilities

As a condition, the Hirer or user authorised to occupy any room or area in the hall must ensure that they have appointed wardens who have been appropriately trained to execute fire safety checks and evacuation duties in the event of a fire. This requirement is in accordance with the Fire & Emergency New Zealand Act 2017 and the Rangitīkei District Council's approved Evacuation Scheme.

As a prerequisite for building use, the Hirer must become familiar with the following instructions:

The Hirer, after acquiring familiarity with the requirements of the Fire Action Plan, will appoint a Chief Fire Warden (who may be the Hirer) and implement checks to ensure that:

- Escape routes are clear of obstacles at all times
- Exit doors are not locked, barred or blocked to prevent occupants from leaving the building at any time
- They are aware of the location of the Assembly point
- A mobile phone must be carried by the Hirer or appointed warden
- The Hirer is required to ensure the occupancy load of the entire hall will not exceed **107 people.**

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Fire Action Plan – Kokako Street Hall

If you discover a fire:

- Operate the fire alarm and telephone the Fire Service immediately
- DIAL 111

When warned of a fire in this building:

Advise the occupants of the building to leave the building immediately by their nearest fire exit which is:

- Kitchen
- Main front door
- Function Room onto the porch

Assemble in the Carpark

The wardens are responsible for:

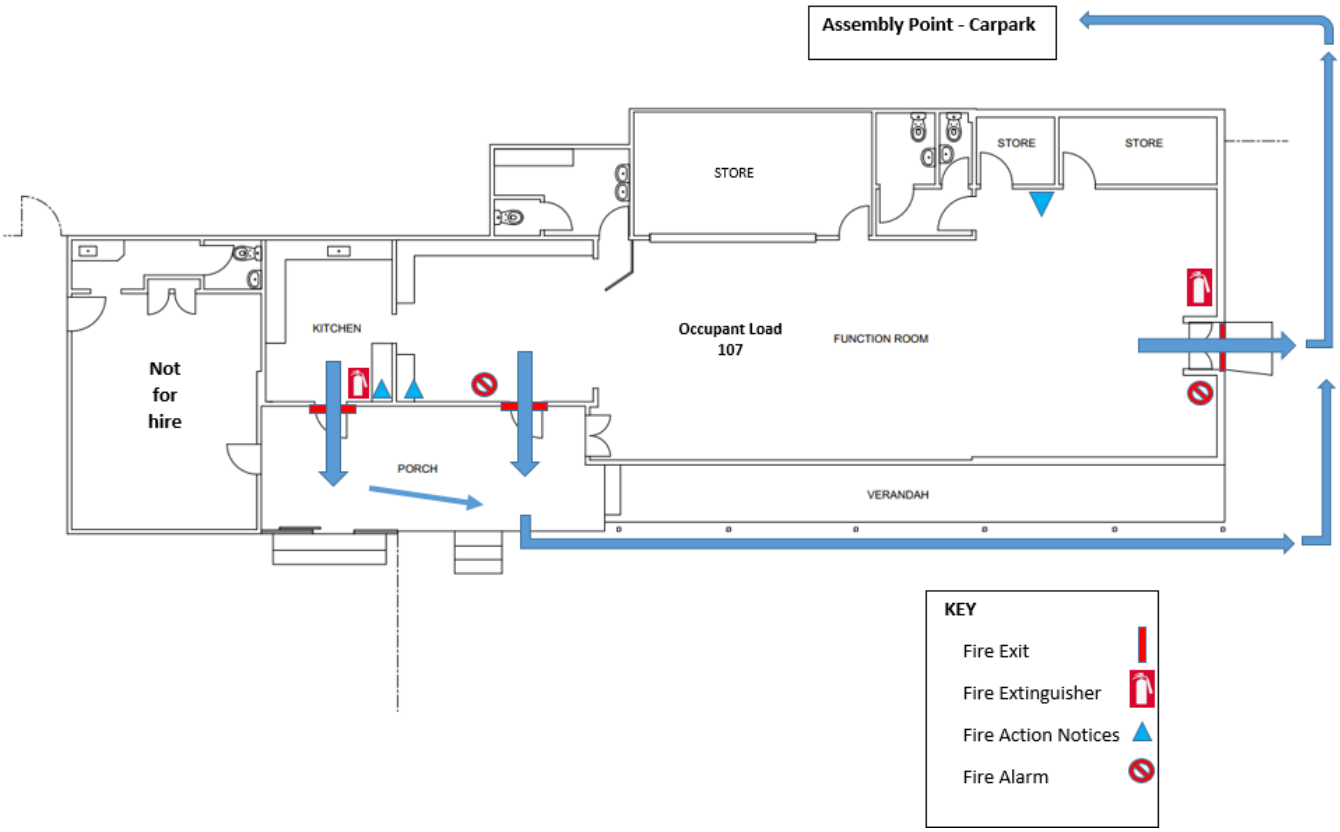
- Ensuring all persons are evacuated from the building
- Assisting persons with disabilities as necessary
  (pre-planning may be necessary to ensure persons with disabilities have assistance)
- Staying at the Assembly Point until the All Clear is given
- Telephoning and advising Rangitīkei District Council on 0800 422 522

SAFETY FIRST

WALK DON'T RUN

Kokako Street Hall Building Plan

Please familiarize yourself and wardens with all exits and assembly points



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PART 3 - Terms and Conditions of Hire Contract

1. Definitions

Booking application	means the schedule of requirements created when a booking is requested
Council	means the Rangitīkei District Council
Hirer	means the individual or organisation making application to hire the Facility and includes the Hirer's representatives, employees, contractor and/or agents
Contract	means the Terms and Conditions of hire and includes the application and any attached appendices
Facility	means the hall identified on the cover page of this document
Safe	In relation to a person: means not exposed to any hazards In every other case: means free from hazards Unsafe and safety have corresponding meanings
Manager	means Council's representative who is responsible for the day-to-day operation of the selected hall
Working hours	means 8.00 am to 5.00 pm Monday to Friday inclusive (excluding public holidays)
Working days	means Monday to Friday inclusive (excluding public holidays)

2. Hire Contract

2.1. The Council, at its sole discretion, has the right to—
- Refuse a booking application, and
- Accept a tentative booking application subject to compliance with Clause 2.2.

2.2. The Hirer must return the signed and dated Contract ('the completed Contract') to the Manager within 10 days of the Contract being issued by the Manager.

2.3. A booking application becomes a provisional booking when the completed Contract is received by the Manager.

2.4. If the Hirer does not return the signed and dated Contract within the 10-day period, the Manager may cancel the booking application. The Manager will endeavour to contact the Hirer before cancelling the booking application.

3. Charges, deposits, cancellation, penalty and payments

3.1. The Facility charges are set out in Council's Schedule of Fees and Charges that is available on Council's website – www.rangitikei.govt.nz.

3.2. The Hirer shall pay a refundable deposit against damages upon confirmation of the booking by the Manager.

3.3. The Hirer will pay the costs of hiring the Facility prior to the event being held unless alternative arrangements have been agreed.

3.4. If the Hirer cancels the booking application 10 working days or more prior to the event, Council will refund any deposit monies in full.

3.5. If the Hirer, after signing the Contract, cancels the Contract, the Hirer will forfeit all payments made by the Hirer.

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4. Other charges

4.1. The Hirer will be subject to additional charges for the following:

4.1.1. Where extra staffing, cleaning, rubbish removal, repairs or re-instatement of the Facility is required following the use of the Facility by the Hirer.

4.1.2. Damage to the Facility or its contents or items removed from the Facility.

4.1.3. Prior access to the Facility, outside normal working hours.

5. Access to Facility

5.1. The Hirer may use the Facility as detailed in the booking application form.

5.2. The Facility is not to be used for overnight stays or accommodation.

5.3. The Hirer shall vacate the Facility by the end of the hire period as stated in the booking application form.

5.4. If the Hirer does not vacate the Facility at the end of the hire period, and has not been granted a written extension to the hire period, a penalty of a half-day charge will apply for each day the Hirer does not vacate the Facility.

5.5. Prior access to the Facility outside working hours, is only permitted with the consent of the Manager and is subject to an additional charge as specified.

5.6. The Manager shall have access to all parts of the Facility for the purpose of inspection at all times during the hire period.

6. Duties of the Hirer

6.1. The Facility must be under the control of the Hirer at all times during the hire period.

6.2. The Hirer or the Hirer's representative must not be under the influence of alcohol or drugs during the period of hire.

6.3. The Hirer must supply the name of the persons who have authority to direct the Hirer's employees, contractors, exhibitors or other invited people using the Facility during the hire period ("the Hirer's Representative").

6.4. The Hirer must ensure the safety of:

- Members of the public or other people lawfully visiting the Facility,
- The Hirer's Representative and
- Council staff and contractors.

6.5. The Hirer or Hirer's Representative must be on duty at the Facility at all times during the hire period.

6.6. The Hirer is required to notify the Manager, as soon as possible, of any changes in the Hirer's Representative

7. Health and safety

7.1. If the Manager becomes aware of any unsafe conditions and activities before the event has started, they will request the Hirer to take immediate action to make the unsafe area(s) safe.

7.2. If the Hirer becomes aware of any unsafe conditions or activities in the Facility before, during or after the event, they must take immediate action to make the affected area safe.

7.3. If the Hirer actions are not adequate or not taken in a timely manner, the Manager will take whatever action considered necessary to make the unsafe area safe at the Hirer's expense.

7.4. The Hirer must comply with the terms of the Contract and any additional instructions given by the Manager during the hire period to ensure the safety of all persons within the Facility.

7.5. It is the responsibility of the Hirer to inspect the Facility at the commencement of the hire period to ensure its condition is safe and fit for the intended purpose of the hire. Any hazards or issues should be reported as soon as possible to RDC by calling 0800 422 522.

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8. Intoxication, enjoyment, risk, loss and damage

8.1. The Hirer and the guests of the Hirer must comply with the Sale and Supply of Alcohol Act 2012.

8.2. The Manager shall require any person to leave the Facility or terminate the function if, in the Manager's opinion the person—

- Is intoxicated, or
- Behaving in a manner that impedes or adversely affects the enjoyment of other people in the Facility, or
- Behaving in a manner that puts other people attending the Facility at risk, or
- Has caused loss or damage or increases the likelihood of the risk of loss or damage to the Facility or any other property, or

8.3. The Hirer agrees to indemnify the Rangitīkei District Council for any loss or damage suffered by the Facility or for any action taken by the Manager under this clause.

9. Emergency procedure, fire wardens and safety compliance

9.1. A written copy of the Hall – Hirer's Fire Safety and User Responsibilities shall be provided to the Hirer before the hire period commences.

9.2. The Manager will instruct the Hirer in respect of the emergency procedure prior to the event commencing.

9.3. It is the Hirer's responsibility to make available copies of the emergency procedures to all its representatives, employees, contractors, exhibitors or other invited people using the Facility.

9.4. The Hirer is responsible for providing fire wardens. There should be one fire warden per 100 guests, 2 fire wardens per 300 guests and 3 fire wardens per 600 guests.

9.5. The Hirer must ensure all practical steps are taken during the course of the hire period to ensure compliance with the requirements of the Health and Safety at Work Act 2015.

9.6. The Hirer may be asked to provide its Health and Safety document to the Manager.

9.7. The Hirer must comply with the provisions of all statutes, regulations and bylaws as they relate to the use, occupation, fire prevention, safety and security of the Facility in particular not exceeding the designated room capacity as provided in the Hirer's Fire Safety and User Responsibilities document.

9.8. The use of potential hazards such as candles, smoke machines, dry ice machines, helium balloons or explosive devices is prohibited without the written approval of the Manager. Any application must be made to the Manager not less than ten (10) clear working days prior to the commencement of the hire period.

9.9. All electrical equipment used by the Hirer must comply with electrical standards AS/NZS 3760:2022.

9.10. The Hirer agrees to reduce sound levels if directed to do so by an enforcement officer of the Council.

10. Liability for damage

10.1. The Hirer is responsible for any damage to the Facility during the hire period whether caused by them or by a person or persons attending the event.

10.2. The following activities are not permitted:

- Driving of nails, tacks, screws or pins into walls, furnishings, floors or the stage floor area(s).
- Writing, decorating, attaching of posters or disfigurement of any kind to any wall, floor or ceiling surface by any means
- Using cellotape or Velcro dots on walls, floors or doors.

10.3. The Hirer must protect all walls, floors and doors during the setup, installation and removal of all displays, exhibits and equipment, etc.

10.4. The Hirer is responsible for ensuring that its representative, employees, contractors and exhibitors are aware of Clause 10.2. above.

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10.5. The Hirer may, with prior arrangement with the Manager and immediately prior to the commencement of the hire period and accompanied by the Manager, inspect the Facility and list any existing damage.

10.6. The Hirer acknowledges that the Manager will, at the end of the hire period, undertake an "after hire" inspection of the Facility on the following working day. The Hirer may, with prior arrangement with the Manager, be present during the inspection.

10.7. The Hirer accepts all responsibility in respect of any claim(s) for any loss or damage to property, to the Facility or injury to person(s) during the hire period.

10.8. The Hirer is responsible for and agrees to make good, or indemnify the Manager, for any loss or damage to the Facility arising directly or indirectly from the hire or use of the Facility irrespective of whether the Hirer caused that loss or damage.

10.9. The Hirer agrees that any loss or damage caused during the hire period may be remedied by the Manager at the Hirer's cost.

11. Indemnity

11.1. The Hirer acknowledges that the use of the Facility is at the Hirer's risk and agrees to indemnify the Council from all claims, demands, losses, damages, costs and expenses arising from the hire of the Facility and any condition in the hire contract.

12. Setup requirements and Hirer's equipment

12.1. The Hirer must ensure that all setup and technical requirements for the Facility are received by the Manager not less than five (5) clear working days prior to the commencement of the hire period.

12.2. The Facility shall not accept delivery of the Hirer's equipment prior to the commencement of the hire period unless the Manager has provided prior written agreement.

12.3. The Manager may, at the Manager's discretion, charge for the storage of the Hirer's equipment prior to the commencement of the hire period.

12.4. The delivery, receipt and storage of the Hirer's equipment prior to the commencement of the hire period is the Hirer's sole responsibility.

12.5. The Hirer is solely responsible for the removal of all the Hirer's equipment by the end of the hire period.

12.6. The Hirer's equipment refers to and includes all equipment that is not equipment supplied or owned by Council.

12.7. The Hirer acknowledges that the Council is not responsible for or liable for any damage, loss or theft of the Hirer's equipment.

13. Fire, flood, earthquake and other events

13.1. The Hirer agrees that if the use of the Facility is rendered impractical by fire, flood, earthquake or other events beyond the reasonable control of Council, the Council is not obligated to perform any of its obligations under the hire contract and is not liable for any damage, loss or expenses incurred by the Hirer.

14. Assignments

14.1. The Hirer is not permitted to sublet any part of the Facility or equipment without the prior written consent of the Manager.

15. Disputes

15.1. The Hirer is required to submit in writing to the Manager the details of any dispute arising from this contract.

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16. Licences

16.1. The Hirer is responsible for arranging any licences that may be required for the event.

16.2. A licence to sell alcohol at the Facility is required.

17. Cleaning and removal of rubbish

17.1. The Hirer must leave the Facility in a clean and tidy condition by the end of the hire period. A vacuum cleaner, bucket and mops along with cleaning products are provided for the hirers use. Please ensure that the following tasks are undertaken.

- All toilets to be cleaned and bins emptied
- All rubbish to be removed and taken away
- All wooden and lino floors to be swept and mopped
- Carpets to be vacuumed
- Oven to be wiped down including warming drawer
- Microwave to be wiped out
- Fridge to be cleaned out and left turned on
- All tables to be wiped down and chairs stacked

17.2. If the Hirer has pre-arranged for rubbish removal, the rubbish must be removed before the end of the hire period.

17.3. The Hirer agrees that, at the end of the hire period, the Hirer will be liable for any additional cleaning and/or rubbish disposal of the Facility arranged by or undertaken by the Manager (refer Clause 4.1.1).

Agreement	
I acknowledge my responsibilities as per the Facility Hire Form and have read, understood and agreed to the Terms and Conditions outlined in the hire contract :	
1. Facility Hire Form	☐ Yes ☐ No
2. Hirer's Fire Safety and User Responsibilities	☐ Yes ☐ No
3. Fire Action Diagram showing: • Fire exit locations • Locations of extinguishers • Maximum occupancy load which cannot be exceeded	☐ Yes ☐ No
4. Hire of hall – Terms and Conditions of Hire Contract	☐ Yes ☐ No

Signature		
Signature of Applicant	Date	
Council Representative	Date	

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Considerations for event management:

Attendees	• How many people do you expect to attend the event? • What is the site capacity? • What means of access and egress are available? • What level of stewarding will be required? • Who will carry out this role?
Electrical Power	• Is there sufficient power? • Is all electrical and lighting equipment tagged and in test date • Are there any overhead power lines or other cables? • Do long cable runs require extra protection for the public? • If in doubt, then check with Council.
Health and Safety Issues	• The organisers of the event should ensure that contractors employed to set up/take down stands, exhibits, marquees, etc submit appropriate health and safety policies, risk assessments and method statements • Exhibitors and vendors, etc should submit similar details
Major Incident/ Safety plan	• What could be the worst case scenario? • What provision do you need to make for the emergency services? • What will be the procedure for summoning assistance? • How will they get into and out of the site? • What provision have you made for first aid/medical facilities • Who is responsible? Who would do what?
Provision of Alcohol	• Will you be selling alcohol? (If yes, you will need to apply for a special licence) • Will alcohol be BYO or provided free of charge? (If yes, you will need to provide an Alcohol Management Plan)
Provision of facilities	• Toilets • Washing facilities • Water supplies • Provision of disposal of waste water • Rubbish bins
Provision of Food	• Will you be selling food? • Will food be provided free of charge?
Special Needs Group	• Waste Management • Have you considered the types of attendees such as children, elderly persons and the disabled? • Are there particular arrangements that need to be made, eg ramps?
Traffic Controller	• Do you need roads closed? • What parking facilities and access for vehicles are available, not only on the day of the event but before and after? • Is there a need for access by large vehicles? • Are any parts of the site unsuitable for vehicular traffic because of soft or uneven ground? • Will traffic routes be needed? • What effect will the event have on traffic passing the site or on local parking?
Waste Management	• How will you manage waste collection during setting up, during and after the event? • What type of receptacles will you use? • How and when will waste receptacles be emptied and by whom? • Have you advised Council who in your group is responsible for ensuring the site is left clean and tidy?