NGĀ AWA BLOCK - TAIHAPE AMENITIES BUILDING

Facilities Hire Application Form

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

Applicant to Complete	
Name of hirer: (ie Club/Organisation)	Daytime phone:
Contact person:	After hours phone:
Email:	
Onsite contact : (if different to the primary booking contact)	Phone:
Type of event:	
No. of attendees:	
Recurring event: Yes ☐ No ☐ *(Note: Booking is valid 1 July - 30 June)*	Recurrence: (monthly, weekly, etc)
One off event: Yes ☐ No ☐	If Yes, Date:

Facilities Required Refer to attached Floor Plan (check all that apply)	✓	Date	Time In	Time Out
2 **Kawakawa Room** (physio/small office)				
4 **Kōwhai Room** (Office/Kitchen)				
15 **Totara Room** (Upstairs)				
Changing Rooms				
5 Rangitīkei				
6 Hautapu				
7 Moawhango				
8 Kawhatau				
Referee Rooms				
9 Court Side				
14 Field 3 Side				
Will you require external power access? Yes ☐ No ☐				

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NGĀ AWA BLOCK
FLOOR PLAN



1 External Power
2 Kawakawa Room (physio/ small office)
3 Plant Room
4 Kōwhai Room (office/ kitchen)
5 Rangitīkei Changing Room
6 Hautapu Changing Room
7 Moawhango Changing Room
8 Kawhatau Changing Room
9 Ruma Huri Iti Referee /Small Changing Room Court
10 Cleaning Cupboard
11 Wharepaku Wātea Public Toilet/Shower 1
12 Wharepaku Wātea Public Toilet/Shower 2
13 Wharepaku Wātea Public Toilet/Shower 3
14 Ruma Huri Iti Referee /Small Changing Room Field
15 Totara Room

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Terms and Conditions of Hire

Rangitīkei District Council (RDC) offer a range of venue options for individuals, community groups, schools or organisations to hire and enjoy. The following terms and conditions have been developed to ensure your event runs smoothly with minimal disruption. These terms and conditions should be read in full including any specifics for individual facilities. By completing the Ngā Awa Block Facility Hire Application you will be deemed to have accepted these Terms and Conditions of Hire.

General Conditions of Use

a) The person who makes the booking (or the legal entity's representative as notified to RDC) must be over 18 years of age. If it is a recurring event, a person or persons is nominated to be available during the entity of the event.

b) The Hirer shall comply with any legislative requirements, regulations, bylaws etc that are relevant to the activity. This includes but is not limited to: Health & Safety at Work Act 2015, Building Act 2004, Resource Management Act 1991, Reserves Act 1977, Sale and Supply of Alcohol Act 2012.

c) It is the responsibility of the Hirer to ensure the health and safety of all persons present at their booking.

d) 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 or emailing info@rangitikei.govt.nz

e) It is the Hirer's responsibility to ensure that the general public does not have access to the Facility during the hire period. (excluding public toilets).

f) No animals are permitted in any of our Facilities, other than guide dogs for the visually impaired, registered companion animals or official animals of the NZ Police (except in the case of animal shows and exhibitions but subject to approval by RDC and compliance laws).

g) The Hirer must not allow any illegal activities to take place in or outside the Facility during the hire period.

h) It is the Hirer's responsibility to contact the Police immediately if there are any safety concerns from a person(s) disorderly behaviour.

i) The Hirer must ensure that a parent or designated caregiver, who is at least 18 years of age is responsible for any child/ children who is/are under 14 years of age.

j) Notwithstanding any other provision contained in the Agreement, RDC may refuse admission to any person or require any person in attendance to leave the Facility at the sole discretion of any RDC staff member.

Bookings

a) The Hirer must precisely state on the application form the purpose the facilities are being used for and use the Facility only for that purpose. RDC does not warrant that the Facility is suitable for any particular purpose. It is the responsibility of the Hirer to ensure that the Facility is suitable for the proposed Event/Activity. The Facility is not to be used for overnight stays.

b) The Hirer must use only the area in the Facility that has been booked and confirmed. The Hirer may not sublet the Facility under any circumstances.

c) On confirmation of booking, The Hirer will be allocated with a swipe access card and a 4 digit alarm code.

d) Hiring of buildings excludes the private use of any park or reserve. Public has right of access to parks and reserves. Exclusive use of sports fields must be booked separately.

e) If you need to change your booking (times, contacts etc) you must contact RDC to accommodate all requested changes at least 48 hours before the start of your booking.

f) The Hire Period is inclusive of the set up and pack down time. The Hirer must not enter the Facility before the commencement of the Hire Period for the booking and must have completed all packing up including cleaning and must ensure that all persons have vacated the Facility by the end of the Hire Period. Alarm and swipe access is only activated for times noted in your application.

g) RDC reserves the right to have staff present at the Facility at any time.

h) The Hirer must adhere strictly to the confirmed Hire Period. Failure to do so will incur possible cancellation of any future booking(s).

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Health and Safety

a) The Hirer is responsible for communicating and actioning the Emergency Evacuation Plan and familiarising themselves with the exit and assembly locations and management of the evacuation process. (please acknowledge your understanding of this process by signing the Ngā Awa Bock Fire Evacuation Procedure form).

b) The Hirer must ensure that access and egress/exit for emergency vehicles are always available and that the public is not unduly inconvenienced by the booking. This includes public access ways that must always be kept clear.

Cleaning, rubbish and lock-up

a) The Hirer is responsible for ensuring that the Facility hired space is left clean and ready for the next user. This includes wiping down benches, tables, sinks; sweeping up excess mud and debris from floors and mopping up spills. Cleaning products are located in the kitchen. The Hirer must provide their own tea towels and rubbish bags.

b) All rubbish and recyclables to be removed off site at the end of the booking.

c) The Hirer must secure the Facility after the booking: Ensure that all windows and doors are secure. The Facility is locked when the access locks are red (green unlocks the Facility).

Miscellaneous matters

a) The Hirer must take proper care of the Facility and ensure that no damage occurs.

b) The Hirer must protect all floors, walls, and doors. The Hirer must not use nails, tacks, screws, pins or any other instrument that will cause damage to the wall surfaces, furnishings, floors and ceiling surfaces. Non marking materials are permitted.

c) The hirer shall ensure that nothing is fixed, hung or otherwise attached to any features of the Facility, without the prior consent of RDC.

d) White boards are available for use in all changing rooms. Hirers will be required to provide their own white board markers. Please ensure white boards are cleaned after use.

e) All RDC Facilities are smoke free.

f) Any damage to the building, artwork, exhibit, furniture fitting, fixture or chattel within a Facility must be reported immediately to RDC by calling 0800 422 522.

Charges

RDC reserves the right to invoice the Hirer for any charges resulting from:

a) Any damage to the Facility caused during the Hire Period or through any breach of the Terms and Conditions outlined in this Agreement.

b) Any theft of RDC property from the Facility during the Hire Period.

c) Any extra cleaning, rubbish removal, repair or reinstatement of the Facility which RDC considers is required after the booking.

d) Any costs, losses or expenses that RDC incurs due to any breach of the Terms and Conditions outlined in this Agreement.

e) Any unreturned swipe access card(s).

f) Any emergency services call out, or fire alarm activation for a non-emergency situation.

g) If the Facility is left unsecured after a booking and RDC's security company is required to secure the Facility.

h) Attendance of RDC noise control to the Facility during the booking.

Facility Hire Agreement

I _____ acknowledge and agree that, I have received, read and fully understand the Terms and Conditions of hire forming part of this agreement.

Signed:	Date:	
Council Representative:	Date:	

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Ngā Awa Block Fire Evacuation Procedures

This document outlines the procedures to be followed in a fire emergency. It is the responsibility of the hirer to appoint a Fire Warden to ensure safe evacuation of occupants should a fire occur.

Actions to take on discovering a fire

On discovering a fire, occupants are instructed to:

- Remove yourself and others from immediate fire danger.
- Alert other occupants and operate the nearest manual call point to activate the fire alarm.
- Dial **111** from a place of safety. State clearly the location – '**Ngā Awa Block, 30 Weka Street, Taihape.**'
- Report the location of the fire to the Fire Warden.
- Proceed to the assembly point in Field 3 adjacent to the building.
- Follow instruction of the Fire Warden and/or Fire and Emergency NZ (FENZ).
- Do not re-enter the building until given the approval to do so by the senior FENZ officer.

Firefighting should only be attempted if conditions permit, and it is safe to do so. Fire extinguishers should only be used in the very early stages of fire development by persons who have been suitably trained in their use. Any person attempting to extinguish a fire is to have their location reported to the senior FENZ officer.

Fire Warden duties

The person assuming the responsibility of Fire Warden is to perform the following duties:

- Uplift and wear Fire Warden identification. This is a hi-visibility vest with the words 'Fire Warden'.
- Complete a methodical check of the building (room by room) instructing occupants to immediately evacuate via the nearest exit.
- If anyone needs assistance to evacuate, appoint people to help them as necessary.
- Search all common spaces (including bathrooms) to ensure that all occupants have evacuated.
- Once a methodical check of the area is completed and spaces are clear proceed to the assembly point in Field 3 adjacent to the building.
- Upon the arrival of FENZ personnel, advise them of the evacuation status and notify them of any persons that are injured or trapped in the building.
- Inform occupants of the 'all clear' once this is given by the senior FENZ officer.

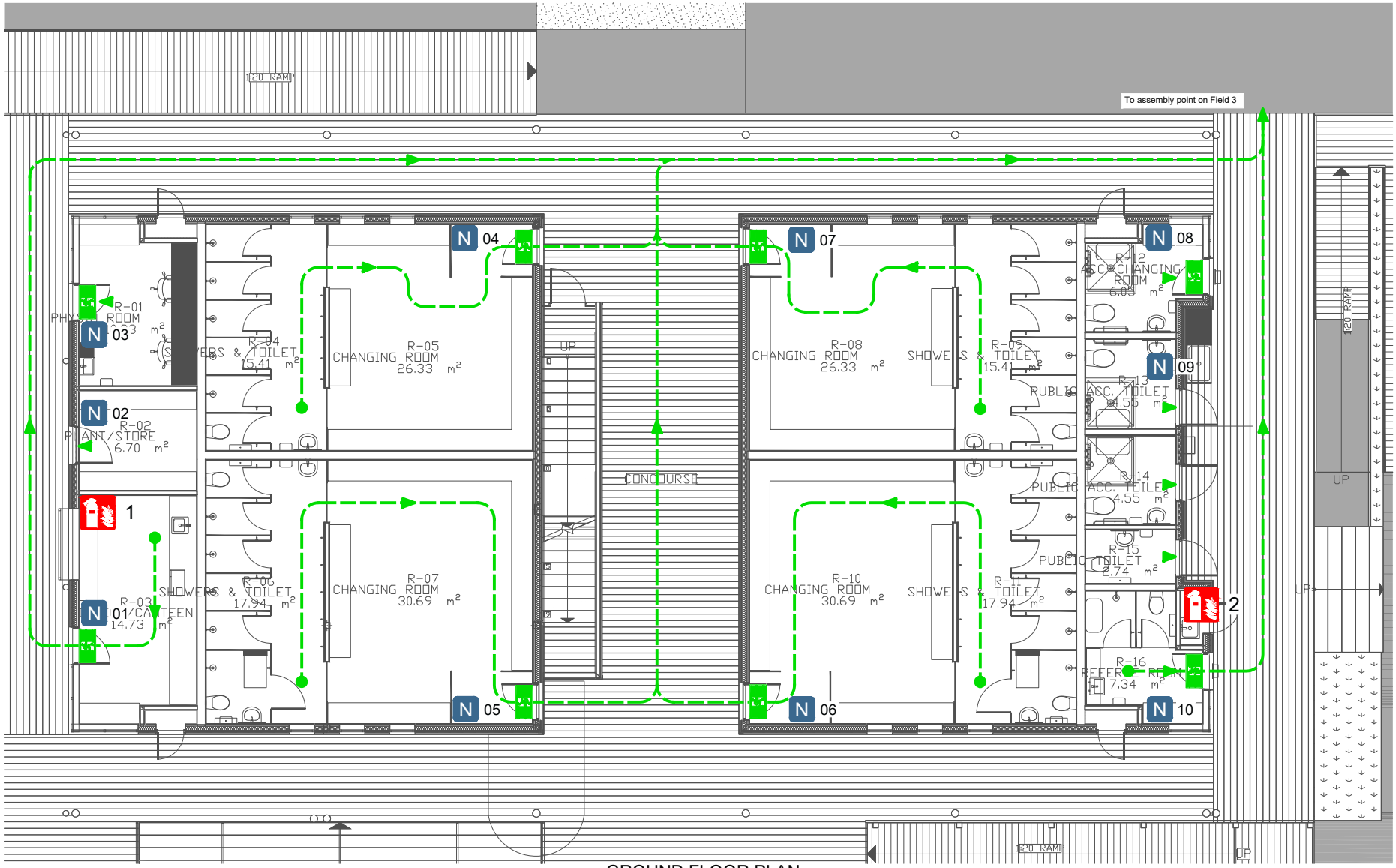
Agreement			
Tick the boxes below to confirm you been briefed on and understand the following:			
Action to take when a fire is discovered		Fire Warden roles and responsibilities	
Location of Fire Action Notice		The location of exits and assembly points	
I, _____, confirm that I have been briefed on the fire evacuation procedures for the building. I agree to comply with these procedures for the duration of the hire.			
Signed:		Date:	

Evacuation Floor Plan

LEGEND	
N	Location of fire action notice
	Location of fire extinguisher
	Illuminated exit sign

FIRE FIGHTING EQUIPMENT	
LOCATION #	TYPE
1	2.3kg Dry powder extinguisher
2	2.3kg Dry powder extinguisher





GROUND FLOOR PLAN