

Mangaweka Town Hall – Application for Use

Applicant's name		
Applicant's address		
Contact person		
Telephone	Work Home	
Contact person		
Telephone	Work Home	
Area Required	<input type="checkbox"/> Main Hall <input type="checkbox"/> Meeting Room	
Date(s) Required		
Hours Required		
Purpose		
Activity Type	<input type="checkbox"/> Private use	<input type="checkbox"/> Public use
Expected Attendance	<input type="checkbox"/> 1-20 people	<input type="checkbox"/> 21-150 people
Will you be selling food? (You may need a health licence)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will alcohol be served? (You may need a special Liquor Licence)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you wish to erect a structure? (eg a wedding silk lining, etc)	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, please give details:
Are animals involved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there any traffic issues?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there any noise issues?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there any health and safety issues?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are any site preparations required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Please Note

- Do not use powder on the floors
- Do not erect decorations within 3 metres of heaters
- Users of the hall are responsible for bringing their own cleaning equipment

Please detail your clean-up plan

Payment must be made prior to use unless other arrangements have been made.

Signed

Date

Marton Office
46 High Street
Marton 4710

Tel 06 327 0099

Fax 06 327 6970

Email info@rangitikei.govt.nz

Hours

Monday to Friday
8.00 am – 5.00 pm

Charges

Main Hall	\$16.50 for (limited to 3 hours) \$111.00 for half day or evening \$228.00 for full day	A refundable deposit of \$223.00 is required for all bookings. A cancellation fee of \$111.00 is charged for bookings cancelled within 14 days of the event.
Meeting Room	\$50.00 for half day or evening \$91.00 for full day	Use of all Halls by non-profit community organisations and regular local users qualifies for a 50% discount on fees (but not refundable deposits for damage).

Conditions of Use

Council does not provide or guarantee tables, chairs, cutlery or crockery. Such items already at the hall may be used but the hirer is responsible for checking what is available and supplying any extra items sufficient for their needs.

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

All flowers and other decorations or material brought into the hall are to be removed at the conclusion of the function.

The tenant shall be responsible for leaving those areas of the hall which have been used in a clean and tidy condition. Crockery is to be washed up, dried and placed in the cupboards and the benches are to be cleaned. Kitchen floor is to be mopped (mop and bucket provided). In the event that the caretaker is involved in additional work through the failure of the tenant to clean up properly, then the tenant is liable for all costs incurred. The clean up must be completed by 9.00 am on the morning following the function.

For weekend bookings, keys must be returned by 10.00 am the following Monday.

For fire safety purposes, the tenant is required to keep the side access way clear of parked vehicles during the function. The access may be used by caterers, etc for the loading and unloading of vehicles but on no account are vehicles to be left unattended.

Mangaweka Hall has an occupant load of 150 people on the premises at any one time.

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

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

Please note that smoking is prohibited in all areas of the Mangaweka Town Hall.



Checklist Following Use

Keys returned	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Rubbish disposed of	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Floors washed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Toilets cleaned	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Forms, tables and chairs clean and undamaged	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Forms, tables and chairs stacked	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Kitchen clean and tidy	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fridge cleaned and turned off	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Stoves cleaned	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Microwave cleaned	<input type="checkbox"/> Yes	<input type="checkbox"/> No
All power points working	<input type="checkbox"/> Yes	<input type="checkbox"/> No
All lights working	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Curtains undamaged	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Lights turned off at mains	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Carpets left clean	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Any damage reported	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Details of damage

Caretaker's Signature

Tenant's Signature