

Taihape 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"/> 21-90 people <small>Please Note: Fire regulations are currently being reviewed and until complete the maximum capacity of the Library, Information Centre and Main Hall combined is 50. The downstairs supper room, as a separate area, has been approved for a maximum capacity of 90.</small>
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
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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

The keys are available from and must be returned to the Taihape Service Centre.

Payment to be made prior to use of the hall unless otherwise arranged.

Pre- and post inspections will be carried out by Council staff before and after the event. Any damage to the hall will be the user’s responsibility. An inspection time needs to be arranged with Council staff prior to uplifting of keys. A pre-inspection form is attached for your information only. This will be filled out on inspection of the hall.

Signed

Date

Taihape Service Centre
90-92 Hautapu Street
Taihape 4742

Tel 06 388 0604

Fax 06 388 1919

Email info@rangitikei.govt.nz

Hours

Monday to Friday
8.00 am – 5.00 pm

Charges

Main Hall	\$32.50 per hour (limited to 3 hours) \$228.00 for half day or evening \$445.00 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	\$71.00 for half day or evening	

	\$137.00 for full day	refundable deposits for damage).
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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 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.

Fire regulations are currently being reviewed and until complete the maximum capacity of the Library, Information Centre and main Hall combined is 50. The downstairs supper room, as a separate area, has been approved for a maximum capacity of 90.

The emergency lighting system comes on automatically.

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 exits.

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



NO SMOKING

**IT IS AGAINST THE
LAW TO SMOKE IN
THESE PREMISES**

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