

Community Hall Hire Agreement

563 Fergusson Drive, Trentham, Upper Hutt 5018 | Phone 528 5588

Hire Rates

| Description | Rate |
|--------------------------------------------------|------------------|
| Hourly rate | \$35 per hour |
| Half-day (up to 4 hrs, incl. set-up & pack-down) | \$150 |
| Full-day (up to 8 hrs, incl. set-up & pack-down) | \$260 |
| Kitchen add-on (meal preparation / catering) | \$50 per booking |
| Refundable bond | \$200 |

1. Hirer Details

Name:

Organisation:

Phone:

Email:

Address:

2. Booking Details

Date of hire:

Time (incl. set-up & pack-down):

From:

To:

Expected attendance:

Purpose of hire:

Spaces hired:

Hall

Kitchen (add-on applies)

Other:

3. Fees

| Item | Rate | Amount |
|--------------------------|---------|--------|
| Hourly rate | \$35/hr | |
| Half-day (up to 4 hours) | \$150 | |
| Full-day (up to 8 hours) | \$260 | |
| Kitchen add-on | \$50 | |
| Refundable bond | \$200 | |

TOTAL

Payment terms: A deposit of \$ _____ confirms the booking. Balance and bond due _____ days before event.

The bond will be refunded within 7 days provided the hall is left clean and undamaged.

4. No Parties

The hall is not available for parties.

This includes birthday parties, 18th or 21st celebrations, school after-parties, ticketed dance events, or events primarily focused on alcohol consumption. St John's reserves the right to cancel or end an event if the use differs from the stated purpose.

5. Respectful Use

This is a church facility and must be treated with care. The hirer agrees to:

- Supervise children at all times
- Keep noise to a reasonable level
- Not smoke or vape inside buildings
- Not use nails, staples, pins, or permanent adhesives on walls
- Return furniture to its original layout
- Use only the areas booked

6. Cleaning

The hall must be left as it was found. At the end of the booking:

- Wipe tables and surfaces
- Sweep or vacuum if needed
- Clean any spills
- Remove all rubbish from the property
- Leave toilets tidy

If using the kitchen: wash and dry items used, wipe benches and appliances, remove all food.

Additional cleaning required may be deducted from the bond.

7. Damage

The hirer is responsible for any damage occurring during the booking, excluding fair wear and tear. Damage must be reported promptly. Repair costs may be deducted from the bond.

8. Health and Safety

- Fire exits must remain clear at all times.
- The hirer is responsible for the safety of all attendees during the booking.

9. Cancellation

| Notice Given | Refund |
|-------------------|---------------------------------|
| More than 14 days | Full refund less \$30 admin fee |
| 7 to 14 days | 50% of hire fee payable |
| Less than 7 days | Full hire fee payable |

The bond is refunded if the event does not proceed.

10. Lock-Up

The hirer must ensure:

- Lights and heaters off
- Windows closed
- Doors locked

Keys returned by:

Agreement

I have read and agree to the terms of this Hall Hire Agreement.

| |
|-----------------------------------------------------------------|
| <p>Hirer</p> <p>Name:</p> <p>Signature:</p> <p>Date:</p> |
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| <p>For St John's Anglican Church</p> <p>Name:</p> <p>Signature:</p> <p>Date:</p> |
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