



LAINGHOLM VILLAGE HALL – CONDITIONS OF HIRE

1. The Community Venue is designed for general use. The Hirer must consider the suitability for their intended purpose when making a booking. The hall may only be used for the approved purpose specified in this agreement.
2. It is the hirer's responsibility to ensure that the requirements of the Health and Safety at Work Act 2015, the Smoke-free Environments Act 1990, and the Sale and Supply of Alcohol Act 2012 as they apply to the hirer's intended use of the Hall are met.
3. The Hirer is to be present during the period of hire.
4. The Hirer shall be responsible for conduct of the function and persons at the function inside and outside the premises. Organisers are reminded they have the right to refuse admission to any person.
5. Fire regulations stipulate the maximum number of people using the Village Hall shall not exceed 120 people.
6. The Hirer must apply for a special liquor licence in accordance with local by-laws and the sale of liquor act if the event involves the **supply and sale** of alcohol on the premises. This requires obtaining an appropriate special liquor licence which includes gaining permission from the building owner (Auckland Council). Allow twenty-five working days to obtain these items through the Auckland Council - (09)301 0101. LDCA have no responsibility to obtain or authority to grant any special liquor licences.
7. The Hirer is responsible to ensure the hall is securely locked, with alarm set, at any time that the hall is not occupied during the hire period. The hall must be vacated with alarm set before 1am.
8. The LDCA reserve the right to charge the cost of security callouts resulting from the alarm being unset or access being gained outside the authorized times.
9. The Hirer is required to be familiar with the procedures for evacuation of the building in case of fire.
10. The Laingholm Village Hall is a smoke free environment. Smoking is not permitted in any part of the hall, the adjoining rooms, or the hall grounds. The use of smoke machines is not permitted.
11. No open fires, BBQ's or spits are to be used inside the hall.
12. The Hirer is responsible for ensuring noise level inside and outside the hall is kept to a reasonable level so as not to interfere with the peace, comfort, and convenience of neighbours. The Hirer is responsible for any Noise Control Abatement issues, including any fines, or instruction from Police. Any music must stop before midnight.
13. Every care must be exercised to ensure the hall, its fittings and equipment are maintained in good clean condition. The Hirer will be held responsible for any damage caused to the premises or facilities of the hall during occupation and will report such breakages as soon as possible to the LDCA or its representative.
14. All special electrical equipment (lighting, sound etc.) is used at the Hirers own risk and must be certified. The main switch must not be turned off. The Hirer will be liable for costs incurred for any damage to the hall electrical system caused by improper or excessive use.
15. The Hall is to be left in a clean and tidy condition at the end of the hire. If used;
 - a. The kitchen is to be cleaned (benches, stoves and refrigerator wiped, any dishes washed, dried, and put away.)
 - b. All carpet is to be vacuumed.
 - c. Floors swept and wet mopped if necessary (including kitchen and bathrooms)
 - d. Furniture wiped and returned to their original position from which they were moved.Cleaning is to be completed within the hire period.
16. The LDCA reserves the right to charge for hall cleaning, repair, or replacement of damaged items to the Hirer if the hall is not left in a state of good repair and cleanliness consistent with the standards set by the LDCA or their representative. This fee will be deducted from the bond. If the cost to repair any damage or complete any extra cleaning is greater than the value of the bond, the extra will charged to the Hirer as an additional cost.
17. Staples, tacks, nails, or other devices damaging to surfaces must not be used in the erection of decorations. Any Hirer's decorations must be removed after the hiring. Any existing decorations, signs or other must not be interfered with.
18. Furniture must not be dragged across the hall floor. It must be carried.
19. All heaters and lights are to be turned off, and all doors and windows to be latched closed upon exiting the hall.
20. All rubbish is to be removed and taken away by the Hirer.
21. The LDCA reserves the right to close any function immediately where the terms and conditions of this Hire Agreement are contravened during the hire period.
22. The LDCA reserve the right to vary, cancel or refuse a booking on reasonable notice being given, without assigning any reason. Deposits paid shall be refunded in this instance.
23. The LDCA accepts no responsibility for loss or damage to any property of the Hirer which if brought to or left in the hall shall be there at the Hirers own risk. LDCA does not provide any insurance cover for loss or damage to property of the Hirer or that of any visitor to the Hall.
24. In the event of a dispute or difference arising as to the interpretation or meaning of the Conditions of Hire, the decision of the LDCA shall be final and conclusive. It shall be taken that the Hirer is aware of and understands these Conditions of Hire.