



MEMORIAL HALL HIRE BOOKING DETAILS & APPLICATION FORM

FUNCTIONS | CONFERENCES | WEDDINGS | COMMUNITY EVENTS

APPLICANT DETAILS

Event name	
Contact person	
Phone/mobile	
Email	

HIRE DETAILS

SEE NEXT PAGE FOR BOOKING OPTIONS

Purpose of booking	Private / public		
Room(s) required			
Package(s) required			
Date required	START	END	
Time required	START	END	am/pm

INVOICING AND BONDS – REFUNDING

PLEASE NOTE BOND REFUNDS CAN ONLY BE MADE AS A DIRECT CREDIT TO A BANK ACCOUNT

Name/organisation	
Address	
Phone/mobile	
Email	
GST number (if applicable)	
Bank Account	

AUTHORITY

PLEASE READ AND SIGN BELOW

I acknowledge that I have read and understand the Terms of Hire and agree to abide by these conditions. I acknowledge that Kaikōura District Council has the right to decline this application and that this booking is not confirmed until the hire fee and bond are paid in full.

Name	
Date	
Signed	

OFFICE USE ONLY

TOTAL	\$	\$	\$
		TOTAL PAYABLE	\$



MEMORIAL HALL HIRE BOOKING AND PACKAGE PRICES

FUNCTIONS | CONFERENCES | WEDDINGS | COMMUNITY EVENTS

PLEASE STATE WHICH ROOM(S) YOU REQUIRE ON THE BOOKING FORM ON PAGE ONE. SEE HALL MAP ON PAGE FOUR FOR AREA SUITABILITY

NOTE: The maximum occupant loading for Memorial Hall is 450 people in total. A total of 90 people are permitted in the Supper Room.

SUPPER ROOM

	Half Day	Whole Day	Bond
Room only (fee includes hire of chairs and tables)	\$50	\$100	\$200
Room, projector and screen package (PACKAGE ONE)	\$150	\$200	\$400
Function will have alcohol served?		YES	\$400

MAIN HALL

	Half Day	Whole Day	Bond
Main Hall only (fee includes hire of chairs and tables)	\$150	\$300	\$200
Main Hall & sound equipment package (PACKAGE TWO)	\$200	\$350	\$400
Main Hall & microphone only package (PACKAGE THREE)	\$250	\$400	\$500
Main Hall, projector & screen (PACKAGE FOUR)	\$300	\$450	\$500
Main Hall, projector, screen & microphone (PACKAGE FIVE)	\$350	\$500	\$500
Main Hall, projector, screen & wireless headset (PACKAGE SIX)	\$450	\$600	\$600
Function will have alcohol served?		YES	\$600

ADDITIONAL ROOMS

	Half Day	Whole Day	Bond
Upstairs meeting room Fee includes two trestle tables in room, portable equipment available for additional hire-see below	\$30	\$60	\$0
Downstairs meeting room	\$20	\$40	\$0

ADDITIONAL CHARGES

	Hire fee	Bond
Handheld microphone and stand	\$50	\$0
Wireless headset microphone	\$100	\$0

EQUIPMENT AVAILABLE FOR EXTERNAL FUCTION HIRE

	Half Day	Whole Day	Bond
Portable projector screen	\$60	\$120	\$100
Portable data projector	\$20	\$40	\$40
Chairs (per chair per day)	\$0	\$1	\$50
Trestle table (per table per day)	\$0	\$5	\$50



MEMORIAL HALL HIRE PACKAGE DETAILS

FUNCTIONS | CONFERENCES | WEDDINGS | COMMUNITY EVENTS

KAIKŌURA
DISTRICT COUNCIL

PLEASE STATE WHICH PACKAGE(S) YOU REQUIRE ON THE BOOKING FORM ON PAGE ONE.

PACKAGE ONE: Supper Room, projector and screen package

2.28m Wall Mounted Pull Down Projector Screen
Panasonic 4000 Lumen Ceiling Projector
Remote Control
HDMI Inputs & HDMI Cord for Connection of Laptops or Devices
6" Speakers for Video & Presentation Playback
Note: please supply your own HDMI cord for your appliance

PACKAGE TWO: MAIN HALL & SOUND EQUIPMENT PACKAGE

IPad Based Control for Sound Volume Control

PACKAGE THREE: MAIN HALL & MICROPHONE ONLY PACKAGE

IPad Based Control for Sound Volume Control
1 x Hand held Sennheiser Microphone & Microphone Stand

PACKAGE FOUR: MAIN HALL, PROJECTOR & SCREEN PACKAGE

3.9m x 2.2m Motorised Widescreen Projector Screen
Panasonic 6500 Lumen Ceiling Projector
Remote Control for Projector
IPad Based Control for Screen and Sound Volume Control
HDMI Inputs & HDMI Cord for Connection of Laptops or Devices
Audio Link for Video
Note: please supply your own HDMI cord for your appliance

PACKAGE FIVE: MAIN HALL, PROJECTOR, SCREEN & MICROPHONE PACKAGE

3.9m x 2.2m Motorised Widescreen Projector Screen
Panasonic 6500 Lumen Ceiling Projector
Remote Control for Projector
IPad Based Control for Screen and Sound Volume Control
HDMI Inputs & HDMI Cord for Connection of Laptops or Devices
Audio Link for Audio & Video
Hand held Sennheiser Microphone & Microphone Stand
Note: please supply your own HDMI cord for your appliance

PACKAGE SIX: MAIN HALL, PROJECTOR, SCREEN & WIRELESS HEADSET PACKAGE

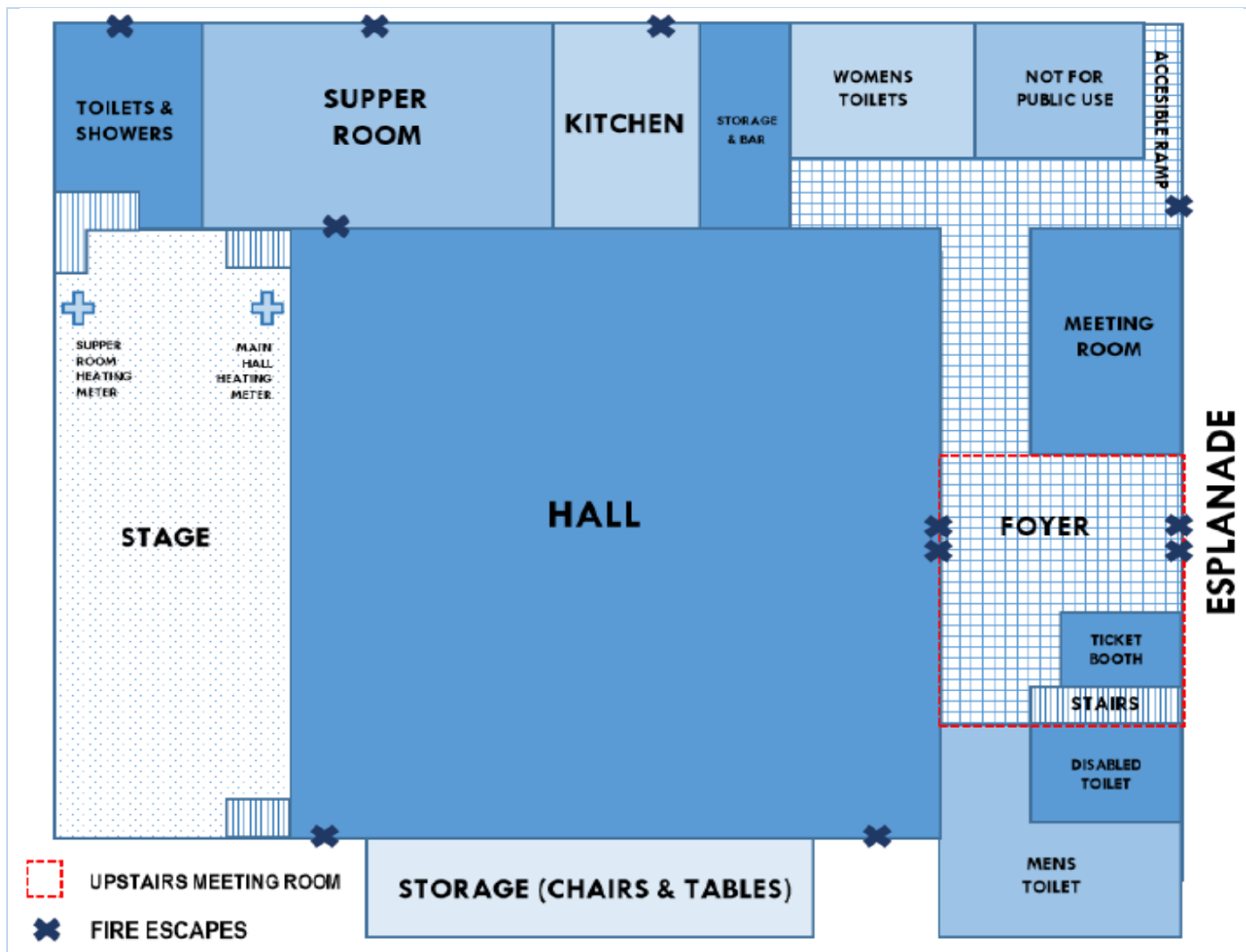
3.9m x 2.2m Motorised Widescreen Projector Screen
Panasonic 6500 Lumen Ceiling Projector
Remote Control for Projector
IPad Based Control for Screen and Sound Volume Control
HDMI Inputs & HDMI Cord for Connection of Laptops or Devices
Audio Link for Audio & Video
Wireless Sennheiser Headset Microphone
Note: please supply your own HDMI cord for your appliance



MEMORIAL HALL HIRE

ADDITIONAL INFORMATION – FLOORPLAN

FUNCTIONS | CONFERENCES | WEDDINGS | COMMUNITY EVENTS





MEMORIAL HALL HIRE

ADDITIONAL INFORMATION – CONDITIONS OF HIRE

FUNCTIONS | CONFERENCES | WEDDINGS | COMMUNITY EVENTS

KAIKŌURA
DISTRICT COUNCIL

1. Premises are to be fully cleaned and vacated by 9am the following day, or by prior arrangement.
2. The maximum occupant loading for the Memorial Hall is 450 people. Total 90 people are permitted in the supper room.
3. Payment of all hire charges, including bond, must be received before keys can be collected from the Kaikōura District Council Office on the day of hire or as per arrangements made.
4. Keys should be returned immediately after use and if not possible on the first working day after hire.
5. Any event or booking with alcohol present require a license. Contact Food and Health directly on office@foodandhealth.co.nz for guidance and to apply.

CANCELLATIONS

Cancellations must be notified in advance not less than 48 hours prior to the date of hire. Where cancellations are not notified within this timeframe a 20% cancellation fee will apply. No refunds will be given where no cancellation has been notified, and the hirer does not use the facilities (i.e. a “no-show”).

CARE OF MEMORIAL HALL

1. Chairs, tables and legs are to be returned to the storeroom in good clean condition. Please stack chairs by colour in stacks of 10 for easy counting. *Do not drag tables or chairs across the floor.*
2. STAPLES / NAILS / PUSH PINS ETC ARE NOT TO BE USED ON ANY WOOD INSIDE THE HALL & NO BLUETACK ON ANY OF THE FELT/FABRIC.
3. The Hirer will be charged for any missing or broken equipment.
4. Any damage to the hall, kitchen or fixtures shall be notified immediately to Council staff by the hirer, who will be held responsible to the Council for the full value of such damage.
5. The hirers are to make themselves familiar with the kitchen and Halls fire safety equipment and fire escape exits (see map of hall) and are responsible for implementing these systems in the event of an emergency.
6. Turn off all lights and heaters and ensure all windows and all doors are closed and locked when leaving Hall. It is the responsibility of the hirer to ensure that the lights, heaters and electrical appliances are turned off, all people are out of the building and the building is secured after completion of use. If any of the above is not done and any vandalism occurs, the hirer may be charged for any repairs or costs involved.

CLEANING

1. It is the responsibility of the hirer to leave whole hall clean and tidy. This includes Kitchen, Bar, Toilets, Foyer and Changing Rooms. If cleaning is not completed satisfactorily and Council is required to complete the work, the hirer will forfeit the bond paid and will be liable for actual costs incurred.
2. Cleaning materials are found in the storeroom cupboard next to the Bar and in the kitchen cupboard. Floors to be swept clean, and mopped as necessary using cold water and ‘View’ floor cleaner supplied. Frequent changing of water is necessary to prevent streaking of floor when dry. Kitchen surfaces must be clean and all appliances turned off at the wall. This includes refrigerators.
3. Recommended professional cleaners are available. Contact: Kaikōura Commercial Cleaners, phone 03 319 6802
4. Tea towels, dish cloths etc. are not provided.

WASTE

1. Kaikōura District Council has adopted a Zero Waste Policy, with the main objective of reducing waste to the landfill. This policy is based on a reduce, reuse, recycle philosophy. The Hirer is strongly encouraged to comply with the Council’s Zero Waste Policy.
2. Recycling and waste bins are to be provided and removed by the hirer. The Resource Recovery Centre, Scarborough Street accepts recyclable items free of charge and waste for landfill can be disposed of for a small fee.

3. All rubbish **MUST** be removed by the hirer prior to vacating the venue. Should the hirer not comply, a \$50 charge will be incurred.
4. Recycling for your event can be managed by Innovative Waste Kaikōura. They are experts in waste minimisation and can provide all necessary bins etc. and remove your recycling for you.
5. Contact: Innovative Waste Kaikōura; Phone: 03 319 7148. Note: cost varies on size of event.

TERMS & CONDITIONS OF AV & OTHER EQUIPMENT

1. The Hirer acknowledges that they have inspected the goods and are satisfied that the equipment is in good order and suitable for the purpose of hire.
2. The Hirer acknowledges that no warranty or condition express or implied is given by the owner as to the condition of the equipment, or as to the suitability or fitness of the equipment for any purpose.
3. The Hirer will pay the charges specified from the commencement date of hire until the goods are returned by the Hirer to the premises of the Owner.
4. Unless otherwise stated "the Hirer" includes the employees, agents or contractors of the Hirer or any authorised person acting on behalf of the Hirer.
5. All accessories, equipment, packaging, cables, extension cords, etc., which may be supplied by the Owner with the equipment to the Hirer for use or in connection with the equipment hire shall be part thereof and the words "the equipment" shall be deemed to include these accessories, packaging, cables, extension cords, etc.
6. The Hirer will at their own expense keep and maintain the equipment in a clean condition and a good substantial working order and repair.
7. In the event of breakdown, the Hirer will not have any repairs undertaken by any person other than as the Owner may nominate.
8. If upon return to the Owner the equipment is found not to be clean and in good order, (fair wear and tear excepted) the Hirer shall pay to the owner the cost of restoring the equipment to be clean and in good order.
9. The Hirer accepts full responsibility to compensate the Owner for the equipment or part thereof which may be lost or stolen during the period of hire.
10. The Hirer hereby indemnifies the Owner from and against all claims, actions, demands, and costs, including legal expenses, in any way arising out of the use of the equipment during the period of hire.
11. The period of hire takes effect from the time of collection of the equipment by the Hirer to the time the equipment is returned in a condition suitable for the Owner to make it available for re-hire. In the event of loss, or total destruction of the equipment, the hire period ends when the equipment has been replaced by the Hirer to the satisfaction of the Owner.
12. Minimum hire period is one half day (return same day).

MAIN AUDITORIUM AUDIO VISUAL SYSTEM OPERATING

The Memorial Hall main auditorium audio visual system (the sound and data projector) has a key switch located on the left side of the main switchboard at the rear of the stage (see images below). This has to be turned on before the AV system will work. You will be provided with the key if you have hired the AV equipment.

This switch must be turned off at the end of any use and the key returned along with the microphone(s) and any other equipment.



