



KAIKŌURA MEMORIAL HALL

FUNCTIONS | CONFERENCES | WEDDINGS | EVENTS

CONDITIONS OF HIRE

- Premises are to be fully cleaned and vacated by 9am the following day, or by prior arrangement.
- The maximum occupant loading for the memorial hall is 450 occupant load. Out of this 450 occupant load, 90 people are permitted in the supper room.
- 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.
- Keys should be returned immediately after use and if not possible on the first working day after hire.
- Heating is an additional charge over and above the hall hire fee. Meter readings are to be taken before and after Hall Hire.

Cancellations

All cancellations must be notified in advance.

- Cancellations made within 21 days of the booking date will incur a 50% cancellation fee of venue hire.
- Cancellations made within 7 days of the booking date will incur a 100% cancellation fee of venue hire.
- Cancellation fees do not apply to bond. In the instance of a cancellation any bond paid will be refunded.

Care of Memorial Hall

- 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.**
- **STAPLES / NAILS / PUSH PINS ETC ARE NOT TO BE USED ON ANY WOOD INSIDE THE HALL & NO BLUETAC ON ANY OF THE FELT/FABRIC.**
- The Hirer will be charged for any missing or broken equipment.
- 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.
- 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.
- 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 of Memorial Hall

- 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.
- 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.
- Recommended professional cleaners are available. Contact: Kaikōura Commercial Cleaners
Phone: 03 319 6802
- Kitchen surfaces must be clean and all appliances turned off at the wall. This includes refrigerators.
- **Tea towels, dish cloths etc are not provided.**

ZERO WASTE The 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.

Recycling and waste bins are to be provided and removed by the hirer. The Resource Recovery Centre, Scarborough Street accept recyclable items free of charge and waste for landfill can be disposed of for a small fee.

- All rubbish **MUST** be removed by the hirer prior to vacating the venue. Should the hirer not comply, a \$50 charge will be incurred.

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.

Contact: Innovative Waste Kaikōura
Phone: 03 319 7148
Cost: Varies on size of event

Terms & Conditions of AV 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).