



MEMORIAL HALL HIRE

ADDITIONAL INFORMATION & CONDITIONS OF HIRE

1. Kaikōura District Council has the right to decline this application.
2. This booking is not confirmed until the bond is paid in full.
3. Full hire fees are payable to Kaikōura District Council at least one week prior to the booking. Failure to do so may result in the booking being forfeited.
4. Premises are to be fully cleaned and vacated by 9am the following day, or by prior arrangement.
5. The maximum occupant loading for the Memorial Hall is 450 people. Total 90 people are permitted in the Supper Room.
6. 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.
7. Keys should be returned immediately after use and if not possible on the first working day after hire.
8. 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 (based on the full hire fee) will apply.

No refunds will be given where no cancellation has been notified, and the hirer does not use the facilities (eg. 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.
7. Equipment available:
 - a. 380 plastic chairs
 - b. 30 round tables (diameter approximately 1100mm)
 - c. 12 trestle tables
 - d. 25 fabric style low chairs
 - e. Mugs (no glasses), and tea plates

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 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 by phoning 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).

HALL HEATING AND LIGHTING

Main Hall heating required the mains switch and the smaller heating switch to be turned on. These are located at the back of the stage, to the right. Once both switches are on, there is a thermostat system next to the door that leads to the right hand side of the stage. This is where you can moderate heat in the Main Hall from. Note this thermostat does not heat the Supper Room.

Supper Room heating also required the key to be turned to 'on'. There is no heating moderator for this room, so will need to be switched off at the switchboard if lower levels of heating is needed.

Lights are operated by sensor in the kitchen. The Supper Room, Main Hall and all other rooms are switch operated.

EMERGENCY PROCEDURES

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.

If you feel an earthquake that is either longer than a minute, or strong enough that is hard to stand up then get to high ground as soon as the shaking stops. The earthquake could be the only warning sign of a tsunami. We encourage people to make themselves familiar with directions to Churchill Park, an area safe from tsunami.

In the event of a fire, there are fire exits on both sides of the hall, as well as the front entrance. Make yourself familiar with these exits upon entry to the hall - look for the illuminated lights and exit in an orderly fashion. Gather on the opposite side of Esplanade.

See further information on Council's website at www.kaikoura.govt.nz/our-district/civil-defence/

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. This has to be turned on before the AV system will work.

The key should remain in the switch. Ensure the large mains switch is 'on' before attempting to use the AV system – this switch is located on the front of the main switch board.

An HDMI cable is located in the case which holds the AV equipment.

See further instructions on the following pages.

For sound and lighting assistance, Council can recommend a local technician.

Call us on 03 319 5026 or email kdc@kaikoura.govt.nz for contact details.



Operating Instructions for Kaikoura Memorial Hall Audio-Visual Systems

Main Hall

The Sound System can be left powered on when not in use or can be switched off with the power switches on each speaker box (2 subs and two tops). Check before use that power is on at each speaker by verifying that the power on indicator is lit on each box.

The System is controlled with an Ipad which is dedicated to this job and should not be used elsewhere as it is setup to connect to the System's Router. This Ipad should be charged to ensure proper operation. When the Ipad is switched on it should display the Main Audio Control Panel for the System.

The Main Audio Control Panel shows a group of slide volume controls which are used control which inputs go to the main speakers. It is wise to start with all the Volume Controls set at minimum (down) and carefully advancing each one as needed. Too much volume on Microphones will cause feedback (howling) when too much sound from the Speakers gets back into the Microphones. This can be minimized by not placing Microphones close to the Speakers.

There are controls for each of the two Wireless Headset Microphones and each of the two Handheld Wireless Microphones. There are also controls for each of the two Wired Microphone Inputs which are located at the front of the Hall just to the left of the stage. Also at this location are two RCA type sockets for the connection of Ipods or other music players for which there is a separate volume slider on the Control Panel. On the stage beside the left speaker stack are two XLR sockets for Mixer Left and Right inputs for when it is desired to use a separate Mixing Desk to control more inputs. The Mixer Inputs have a Volume Slider on the Control Panel.

The slide control labelled Main on the right of the screen is the Master Volume and should be set to suit the overall volume required, i.e. small audience set to half-way or less, large audience set to full or between half and full.

Foldback

Provision has been made for one or two separate foldback mixes for performers on the stage, however, these require additional powered speakers or amplifier/speaker combinations to be added. Two outputs are available to connect to these located on the stage beside the left speaker stack, labelled Foldback 1 and Foldback 2. On the Ipad, a two finger swipe or double tap on the Main Page will take you to the Foldback 1 control page and doing the same again will take you to the Foldback 2 control page. These pages have the same set of controls as the main page but are only controlling the mix for the respective Foldback outputs.

Projector

The Projector is controlled by the Projector On/Off buttons on the Main Audio Page on the Ipad, similarly the Screen is controlled by the Screen Up/Down buttons on the same page. The Projector input is an HDMI connector located at the front of the Hall just to the left of the stage. Any audio associated with the Projector can be sent to the Sound System and controlled with the Projector Slider on the Main Audio Control Panel on the Ipad.

Operating Instructions for Kaikoura Memorial Hall Audio-Visual Systems

Supper Room

The AV System in the Supper Room consists of a Projector, a Powered Speaker and a Pull-Down Screen.

Screen

Using the pull-down handle, lower the screen with a gentle even action until desired height is reached. The screen will stop when it reaches its maximum. Do not attempt to force the screen lower than this point. The screen will retract slightly before locking in place.

To raise the screen, using the handle, pull the screen down a small way then allow the screen to raise quickly. Do not let go of the handle until the screen is fully retracted. Damage can occur from retracting too rapidly. Do not allow the dropper bar to hit the screen case when retracting.

Projector

The projector is controlled by its Remote Control which operates from 2 x AAA batteries. If difficulty is experienced with operation a fresh set of batteries should be installed.

The Projector is powered on by pressing the red button at the top left of the remote control, the power indicator on the Projector will change from red (standby) to green (operate).

To switch the Projector off press the same red button on the remote control and a message will appear on the screen "Power Off OK/Cancel", pressing the red button again will turn the Projector off, however, the fans in the Projector will continue to run to cool it and the power indicator will be orange until the fans stop and the indicator will turn red (standby). The Projector cannot be powered back on while the indicator is orange (cooling).

The input for the Projector is an HDMI socket mounted on the wall below the speaker. If no picture can be seen check that the Projector is set to HDMI1 by pressing the HDMI1 button on the Remote. Any audio on the programme will be fed to the speaker, the volume of which can be controlled by the Vol+ and Vol- controls on the Remote.

Speaker

The Speaker is normally left powered on but if the System is not to be used for extended periods both the Speaker and the Projector can be powered off at their wall / ceiling power outlets. Do not switch off the power outlet for the Projector while it is cooling, i.e. fans running and orange indicator.

