

RUTHERFORD MEMORIAL HALL (Foxhill) ASSN. HIRE CHARGES

HALL CAPACITY: The hall has a capacity limit of 150 persons. No hire, for any event, to exceed this limit.

ALL EVENING EVENTS TO BE CONCLUDED By 12.00 Midnight. No sleeping overnight permitted.

HOURLY – SMALL COMMUNITY GROUPS

Hourly rate Casual Community Use **\$20.00** **Full kitchen facilities available.**

HOURLY RATE FOR MULTIPLE OR Extended hires on weekly basis negotiable

HALF DAY (4 hrs) **\$60.00** **Full kitchen facilities available.**

EXTENDED HIRE NEGOTIABLE

FULL DAY (8hrs)OR FULL EVENING **\$100.00** **Full kitchen facilities available.**

EXTENDED HIRE NEGOTIABLE

FULL DAY & NIGHT **\$150.00** **Full kitchen facilities available**

Includes set up and cleaning time included in hire.

EXTENDED HIRE NEGOTIABLE

Included in Hire:

KITCHEN FACILITIES include tea kettle, 20L Urn, Fridge, Microwave, Dishwasher, hot water supply (if required).

50 Cups and saucers, sundry plates and glasses. For larger events requiring catering, hirer will provide additional amenities as required.

Hall furniture: chairs, trestle tables, bench-chairs and chairs included in hire.

SIGNAGE for use with a Traffic Management Plan (TMP) if required, is included with hire.

HALL EQUIPMENT HIRE for use elsewhere. **CHAIRS:** \$1.00 each negotiable on number hired. **TRESTLE TABLES:** \$10 each.

RUTHERFORD MEMORIAL HALL (FOXHILL) ASSN INC.

STANDARD CONDITIONS OF HIRE

(Hereafter referred to as The Association)

These Standard Conditions apply to any Hire Agreement.

- 1. Maximum total Hall capacity is 150 people.** No hire for any event is to exceed this limit.
- 2. All evening events to be concluded by 12.00 midnight. No sleeping overnight permitted.**
- 3. NO SMOKING** – The Rutherford Memorial Hall is a smoke free zone.
- 4. KITCHEN FACILITIES include tea kettle, 20L Urn, Fridge, Microwave, Dishwasher, hot water supply (if required) 47 Cups and saucers, sundry plates and glasses.** For larger events requiring catering, hirer will provide additional amenities, as required.

TRANSPORT MANAGEMENT : for all hires above 50 people:

- 5. The location of the hall adjacent to the Wakefield-Kohatu Highway with an open road speed of 100kmh requires particular attention to matters of safety for hirers and hall users. There is a mandatory requirement for a Traffic Management Plan for hires above 50 people. Instructions for applications for a TMP are appended to the Hire Agreement.**

HIRE PAYMENT:

- 6. All applicable hire charges are to be paid for on collection of keys.**
- 7. The Association undertakes to let the hall in clean and good condition and expects the hirer to return it to the same standard as hired.**
- 8. Disagreements: Any matters regarding the hire of the hall are to be addressed to the Management Committee, Rutherford Memorial Hall (Foxhill) Assn Inc. By application to the President of the Association.**
- 9. BOND: A bond is required to be lodged for events greater than 50 people, involving the consumption or sale of alcohol. Bond will be \$5 per head per guest capped at \$450.00. This can be either cash/cheque or held against Credit Card details.**
- 10. DAMAGE: The Association reserves the right, should damage to the hall OR kitchen and facilities occur, to process payment of the bond, AND seek redress to recover the cost of repairs, where the bond payment is insufficient to effect repairs.**

INSURANCE:

- 11. The Association at its sole discretion may, if it assess the risk of personal injury or property damage to be high, require the hirer to show evidence of insurance cover, to a minimum value of \$500,000 either through private insurance or commercial insurance, against risk of damage or injury.**
- 12. HIRERS charging an entry fee, AND SALE /OR SUPPLY of alcohol are required to provide evidence of Insurance cover to a minimum value of \$500,000 either through private or commercial insurance, and organise a Transport Management Plan.**

SALE OR SUPPLY OF ALCOHOL

- 13. A "Special Licence" is required for all events involving SALE/OR SUPPLY of alcohol. The licence is issued by Tasman District Council. Allow at least, 20 working days to process the application. Details for application are available on TDC website www.tasman.govt.nz The Special Licence is required to be sighted before any hire agreement can be confirmed. The licensing section of NZ Police is notified of compliance of such hires. See also <http://alcohol.org.nz/alcohol-management-laws/licensing-local-policies/alcohol-licensing> for guidance on special licences.**

CLEANING

14. The hirer must return all facilities to a standard of cleanliness not less than the standard found at time of hire. There is some cleaning equipment in the kitchen cupboard but be prepared to bring in additional items if required, to complete a good job. Bring sufficient rubbish bags to remove all rubbish generated by the hire.

Hirers must:

- **Remove all food waste in self-provided containers.**
- **Leave all surfaces clean including hall and kitchen and toilet floors, taking care to wash sticky spills, food spills.**
- **TOILETS:** Leave in clean, sanitary condition. Wash floors and spill areas, wipe hand basins and empty rubbish.

DECORATION:

15. To avoid damage to the wall surfaces **NO ITEMS ARE TO BE ATTACHED TO THE WALLS** by way of nails, cellotape, blu-tac, tacks or pins-tacks, staples or any other means including Velcro or adhesives of any kind.

Stand alone decoration, advertising and other means of adding atmosphere may be used **EXCEPT for naked flames, including lanterns, candles or flammable materials.**

REMOVAL OF PROPERTY AND RUBBISH:

16. Hirers are to leave the hall in a clean and empty condition, removing all props, signage, decorations, catering and other amenities installed for the term of hire, AND remove all rubbish.

ADDITIONAL INFORMATION FOR APPLICATION FOR TMP & SPECIAL LICENCE FOR SALE AND SUPPLY OF ALCOHOL.

APPLICATION FOR TRAFFIC MANAGEMENT PLAN

Contact: Murray Thorn,

Facilities and Traffic Management Manager, at NELMAC.

Phone: 03 546 0910

Email: mthorn@nelmac.co.nz to discuss requirements of the event and arrange for the preparation of a plan.

Allow three working weeks for the processing of the application.

APPLICATION FOR SPECIAL LICENCE FOR SALE OR SUPPLY OF ALCOHOL full details are online at

<http://www.tasman.govt.nz/services/licensing-and-environmental-health/beer-licensing/special-licence/>

Allow at least 20 working days to process the application. Details for application are available on TDC website.

RUTHERFORD MEMORIAL HALL ASSN INC. HIRE AGREEMENT

Please print, complete all relevant details, sign and give to the Booking Officer for receipt of Keys.

HIRER NAME:.....

ADDRESS:.....

Email:.....

Phone: Home.....**Mobile:**.....

PRIVATE HIRE/ local or Regional ****COMMERCIAL HIRE /local or Regional**

NUMBER ATTENDING:..... **(Note: Maximum total Hall capacity is 150 people).**

TERM OF HIRE: (Circle) Hour **Half-Day** **Full Day** **Full Day & Evening** **Extended Hire**

Commercial/Private Catering –

TOTAL HIRE CHARGES: \$.....

SPECIAL LICENCE FOR SALE OR SUPPLY OF ALCHOHOL (Where applicable)

NO:..... **DATE ISSUED:**.....

INSURANCE & INSURANCE COVER DETAILS (Where applicable)

.....

..... **Contact:**.....

BOND DETAILS (Where applicable) Payable to Rutherford Hall Assn Inc \$:.....

Chq:..... **Cash:****CREDIT CARD details:**.....

****TRAFFIC MANAGEMENT PLAN (TMP) Required for events attracting above 50 in number, Private, Public and Commercial. Signs are available on site.**

I/We have read, understand and accept the Standard Conditions of Hire (see page 1 & 2) , undertake to the leave the hall in clean, undamaged condition and to be responsible hosts for the period of hire.

CONFIRMATION OF HIRE: **Date:**.....

Signed:.....

Pp Rutherford Memorial Hall (Foxhill) Assn Inc.

PAYMENT RECEIVED \$..... **KEYS ISSUED**...../returned.....

The Committee of the Rutherford Memorial Hall (Foxhill) Assn Inc. wishes all hirers an enjoyable experience in our historically significant and charming country hall.