

CITY OF WELLINGTON PIPE BAND HALL

Conditions of Hall Hire Procedures

1. The Hall is to be used by the person hiring the facility for the purpose agreed to with the authorised member of the City of Wellington Pipe Band Hall Committee. Hirers will guarantee that all care will be taken to maintain the Hall and equipment to the best possible standards and that any damage will be charged to the Hirers.
2. A Bond of \$300 will be paid prior to collecting the keys. Keys are to be collected from, and returned to, the Hall Custodian at the hall in discussion and at an agreed time. The Hirer must ensure the security of the keys. The Bond will be refunded after verification that the Hall and surroundings are left in the same order and level of cleanliness as prior to hire.
3. All music must cease by 11.59pm and the hall be vacated of guests by 1.00am. Should those hiring the hall wish to begin the cleaning up of the hall after midnight, consideration must be made for the neighbours adjacent to the hall.

The hall must be cleaned by the hirer on the night of use. Consideration must be given to other organisations wishing to use the hall the following day.

If the hall and surrounding areas are not left clean and tidy, a cleaning fee of \$50.00 per hour will be deducted from the Bond.

4. There is to be **NO SMOKING** in the Hall. Smoke Free Regulations must be complied with.
5. The Public Liability of events is the Hirer's responsibility
6. Any damage should be reported as soon as possible to the Hall Custodian.

Any damage which threatens security of the Hall, should be reported **immediately** to the hall manager:

7. **ALL** rubbish must be removed from the hall premises.
8. Noise levels of the Hirers must comply with the Noise Control Act.
9. Alcohol will be only allowed in the Hall in accordance with the requirements of the licensing laws. All crates, bottles, cans and other containers shall be removed from the hall premises immediately the function ceases. The Hirer will need to contact the Wellington City Council, phone 04 499 4444 to check the Liquor Licensing law requirements.
10. All lights and hot water cylinder are to be switched off, all windows and doors secured and the alarm set. Users will be liable for any alarm callout fee of \$100.
11. The initial deposit is non-refundable if the Hirer cancels within 7 days of the event.
13. No nails, staples, paint, screws, tape or glues are to be used. Blue tack is permitted.

14. The use of candles or any naked flame is prohibited within the building.
15. Long Term rental must be paid in advance, payable by the 20th of each month.
16. One month's notice will be given should the Pipe Band require the use of the Hall, the Pipe Band always having first priority. Where possible, alternative arrangements may be made with the client.
17. The Pipe Band has the right to review the bond and hourly rental annually.
18. Failure to pay the account will incur penalty charges of 5% per month and debt collection costs will be added
19. Any Band memorabilia on display must not be tampered with or removed by anyone other than members of the band.
20. The projector facilities are not part of the hall hire fee and should this equipment wish to be used, after approval for use, there is an additional \$300.00 bond.

All fees include power, water and kitchen use.

There are fire extinguishers in the Hall. You are responsible for them, and will be charged the costs of refilling or replacing them if necessary.

The code for the security alarm for your function is your PIN and is not to be provided to any other party. When exiting the hall at the end of the hire period you are responsible for making sure that the hall is secure and the security system has been activated.

