

# Whakatane Contract Bridge Club ("the WCBC") Clubrooms Hire Agreement

Applicant Name ("the Hirer"): \_\_\_\_\_

Organisation: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date/s of Use: \_\_\_\_\_ Time: \_\_\_\_\_ Number of People at the Event: \_\_\_\_\_

Nature of Event:

Non-profit     Business     Training     Other

## **Terms & General Rules**

### 1. Supervision

The Hirer must nominate a person in charge ("the Supervisor"). The Supervisor must be over 18 years of age and shall be on the premises for the entire period of the hire. The Supervisor shall not engage in any activities which prevent him/her from exercising general supervision. When the majority of those present at the event are less than 16 years of age, or when a number of people with additional needs or disabilities who may require extra support to ensure their safety—for example in an emergency evacuation—are expected to attend, the number of Supervisors required will be increased in agreement with the Hirer and the WCBC contact. Provision of these Supervisors is the responsibility of the Hirer. All Supervisors shall familiarise themselves with the fire notices and the fire-fighting equipment provided.

### 2. Cleaning

The Hirer is responsible for cleaning the hall after use and reinstating all furniture. Any damage to the hall during the rental period is solely the responsibility of the Hirer. The WCBC reserves the right to bill the Hirer for any damage. Please see attached cleaning checklist for a complete list of Hirer responsibilities.

### 3. Permits/Licences

It is the Hirer's responsibility to obtain any permits or licences required for their planned activity. The WCBC contact must be informed of the details at the time of hiring and the details recorded in item 8 of this agreement.

### 4. Hall Restrictions

- (i) The hall is a non-smoking facility.
- (ii) The Hirer is responsible for ensuring that the noise level of their function does not cause inconvenience to the occupiers of nearby houses. No musical instruments or loud speakers will be permitted after 10.30 p.m.
- (iii) Highly combustible materials and ignition sources are banned from the hall.
- (iv) The Hirer is responsible for all emergency briefings and must familiarise him/herself with evacuation procedures.
- (v) No pets or animals are permitted in the hall apart from guide, signal or service dogs. All sanitary needs for permitted animals are the responsibility of the Hirer.

- (vi) Electric appliances and electrical fixtures and fittings may not be moved or tampered with. This includes altering the air conditioning unit settings. Any damage arising out of such acts will be charged to the Hirer at the sole discretion of the WCBC.
- (vii) No one may tape, nail, tack or otherwise fasten decorations or material of any kind to ceilings, painted surfaces, columns, walls or windows. It is the responsibility of the Hirer to remove all tape from the floors during the final cleaning. The Hirer will be charged for any damage resulting from the removal of taped items (i.e.: repainting walls & doors due to peeled paint, etc.). Floor, wall and ceiling drilling are prohibited.

## 5. Liability

The Hirer:

- (i) agrees that the WCBC is not liable for any damage to the property of the Hirer that occurs on the premises of the WCBC during the hire period; and
- (ii) indemnifies the WCBC against all loss arising from any claim made by an invitee of the Hirer for any damage to the property of the invitee that occurs on the premises of the WCBC during the hire period.

## 6. Exterior

- (i) All vehicles are to park in designated areas. Vehicles shall not be parked so as to cause obstruction at the entrance to or exits from the Hall or the neighbours' houses at the rear of the Hall.
- (ii) Users of the Hall must avoid creating undue noise on arrival and especially during late evening departures. Consideration to nearby residents must be given at all times.
- (iii) The Hirer must obtain WCBC agreement in advance before any lighting, decorations or advertising may be erected on the outside walls or grounds of the Hall.

## 7. Hall Rental Charge

	Non-profit	All Other
Main room, kitchen and car-parking	\$25/hr *	\$50/hr*
Bar	\$12/hr *	\$25/hr *
TV	\$5/hr	\$10/hr

\* Minimum 3-hour hire including set-up time and cleaning after event

Note: you must ensure that your laptop has an HDMI output for connecting to the TV.

## 8. Payment

- (i) Full payment must be received prior to the event commencing unless otherwise agreed between the Hirer and the WCBC.
- (ii) Keys lost or not returned will incur a \$200 fee.

9. Additional Items

**By signing below**, I acknowledge that I have read, understood and agree to the terms of this agreement and promise to adhere to the Hall rules and restrictions

Signature of Hirer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature on behalf of WCBC: \_\_\_\_\_ Date: \_\_\_\_\_

# Hall Rental Cleaning & General Checklist

Hirer: \_\_\_\_\_

Date: \_\_\_\_\_

The Hall will be inspected after your event to confirm that the following items have been completed to a satisfactory standard. Failure to complete the tasks may result in additional charges.

- \_\_\_ Hirer's personal & kitchen items removed
- \_\_\_ Hirer's food removed from kitchen and refrigerator
- \_\_\_ Outside clear of rubbish & any decorating materials
- \_\_\_ Kitchen counters, stove and sink cleaned
- \_\_\_ Rubbish in appropriate bins
- \_\_\_ Restrooms presentable and rubbish removed
- \_\_\_ Hall clean & tidy
- \_\_\_ All furniture reinstated to original set-up
- \_\_\_ All doors and windows locked

Description of damage or other issues:

Inspected by: \_\_\_\_\_  
Whakatane Contract Bridge Club representative

Date: \_\_\_\_\_