Waimakariri District Council
215 High Street
Private Bag 1005
Rangiora 7440, New Zealand
Phone 0800 965 468

West Eyreton Hall Booking Form

Application

Name of organisation: _____

Name of person arranging booking: _____

Address for contact: _____

Bank account number (for bond refund): _____

Home phone: _____ Work phone: _____

Mobile: _____ Email: _____

Purpose of booking: _____

NOTE: The Waimakariri District Council does not permit 18th or 21st birthday parties to be held in our facilities.

Number of people expected: _____

NOTE: The maximum capacity for West Eyreton Hall is 250 people at any one time.

Type of booking: ☐ Community ☐ Commercial ☐ Private individual

Dates and times of booking: _____

For recurrent bookings, list exception dates if any. All dates not specified will be charged.

_____

Please tick the relevant fields below that apply to your booking and include additional details:

☐ Public event: _____

☐ High levels of attendance/crowds: _____

☐ Use of entertainment equipment (e.g. bouncy castles/tents): _____

☐ Use of electrical equipment (e.g. leads/sound system/lights etc.): _____

☐ Alcohol: ☐ BYO ☐ Supplied ☐ Sold ☐ Included in ticket charges

☐ Other: _____

A Health and Safety Plan will be required in most cases when one or more of the above has been ticked.

If there will be alcohol at the event, other than BYO for a private function, a special licence may need to be applied for through the Waimakariri District Council Environmental Services Unit. Please refer to our website **waimakariri.govt.nz/services/environmental-health-licensing/alcohol-licensing/special-licences**

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☐ **Health and Safety Plan required.** To be submitted and approved a minimum of 10 working days before the event. The booking confirmation is void without this approval. A Health and Safety Plan template is available on our website: **waimakariri.govt.nz/__data/assets/pdf_file/0019/43273/Health-and-Safety-Plan-Template.pdf**

NOTE:

- **NO STILETTO HIGH HEELS** are to be worn in the West Eyreton Hall due to the damage they can cause to the wooden flooring.
- The hall key also works on the adjacent car park lock. It is the hirer's responsibility to ensure the car park is empty and locked at the conclusion of the booking.

Charges

Bond: _____

Booking fee: _____

Extra day: _____

Total cost: _____

Less deposit: _____

Amount owing: _____

Payable to: West Eyreton Hall

Bank account: 03 – 0674 – 0108122 – 00

Declarations

☐ **The attached Emergency Evacuation Procedures have been read, understood and are accepted.**

Name of Chief Fire Warden/Safety Officer: _____

Signature of Fire Warden/Safety Officer: _____ Date: _____

☐ **The attached Conditions of Hire have been read, understood and are accepted.**

Name of applicant: _____

Signature of applicant: _____ Date: _____

PLEASE NOTE - *A signature is not required if you submit this form electronically. By entering your name in the boxes above you are giving your authority for this application to proceed.*

Return to:

Please email pages 1 and 2 only to **westeyretonhall@gmail.com** or contact 03 312 5409.

Please email the completed application form, Health and Safety Plan, and Good Host Policy (if serving alcohol) to **oxford@wmk.govt.nz** for approval.

Please retain a copy of your completed booking form, conditions of hire and evacuation procedures for your records.

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West Eyreton Hall Conditions of Hire

Access to venue keys

Keys can be collected the day of hire from the Custodian. Contact Kevin on 03 312 5409 or 027 665 2775.

Right of entry

The Waimakariri District Council reserves the right for Waimakariri District Council staff, on presentation of an authorised warrant, to be present at the venue at any time.

Any Councillor or Hall Advisory Group member on Waimakariri District Council business may enter the venue at any time.

Hire contract

The completed hall booking form must be signed by a person 21 years of age or over and returned to the Custodian at least seven days before the hire date to allow time for confirmation. Identification may be requested.

Charges

NOTE: Fees are set on 1 July for each financial year. Therefore, if your booking is placed prior to 1 July but the event is scheduled after 1 July, the quoted amount will change and will be confirmed with you at the time of payment.

- A standard bond of $500 is required for the booking of this hall.
- A non-refundable deposit of $100 is required to confirm your booking.
- All hire charges and other fees paid for the use of the hall shall be paid in advance, unless otherwise arranged with the Custodian.
- The Waimakariri District Council reserves the right to cancel the booking if any unforeseen circumstances arise after the booking has been confirmed.
- The Waimakariri District Council reserves the right to cancel any bookings at its sole discretion without liability for any loss or additional costs incurred by the Hirer or payment of compensation to any party whatsoever. Fees or charges paid prior to the cancellation of the booking will be refunded or credited to the Hirer.
- Should a request for a booking be made at a time that conflicts with another booking, the Waimakariri District Council reserves the right to determine which hirer shall be given use of the venue at its sole discretion.

Additional costs

Additional costs will occur if:

- Venue equipment or fittings are damaged
- Extra cleaning is required
- You enter into or remain in the venue outside the booked period
- The keys to the venue are not returned within the stated time
- Rubbish is left inside or outside of the venue
- A fire alarm is set off by the user – a charge will be incurred
- Any other breach of these conditions has occurred, resulting in call out charges or other costs to the Waimakariri District Council.

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Should additional costs for venue repair, cleaning, or any other reason be incurred by the Waimakariri District Council in relation to the hire, the Hirer will be responsible for reimbursing Waimakariri District Council for those additional costs.

Such costs will be deducted from the bond held by the Custodian and any remaining balance of the bond refunded to the Hirer once final costs have been determined. Should the value of the bond held be less than the cost for damage, repair or rubbish removal, the Hirer will reimburse the Council within 14 days of being advised of those costs unless otherwise agreed to by the Waimakariri District Council in writing.

Health and Safety

All Council-owned properties form part of Council business. Therefore, all activities on Council properties fall under the Health and Safety at Work Act 2015 (the Act). The Council, hirers and users of Council-owned properties are bound by the provisions of the Act to take all reasonable and practicable steps to ensure the safety of all participants of events.

Hirer's responsibilities

- Carry out a "risk identification check". Familiarise yourself with the evacuation information for the venue.
- Act as the building warden.
- Verify the position of all exit points and stairways and confirm these are not obstructed.
- Be present for the duration of the hire.
- Supply a Health and Safety Plan, if required.
- Advise the Waimakariri District Council of any Health and Safety incident whcih occurred at the venue. For serious incidents, the Hirer will contact the Council immediately on 0800 965 468 or email **office@wmk.govt.nz**
- Ensure that all participants are made aware of their responsibilities under the Health and Safety at Work Act 2015, and that all practicable steps are taken to ensure the safety of all facility users and others.
- All electrical equipment requires a current test tag. You may be required to complete a Health and Safety plan detailing the management of your electrical equipment.
- Ask for help if you do not understand these responsibilities.

Cleaning and rubbish removal

Hirers are responsible for the cleaning of the venue.

The cleaning of the venue must be completed at the end of the event, unless prior arrangements have been made.

Hirers should supply their own dish washing liquid and tea-towels. Tea-towels are available from the Custodian if required. These must be washed, ironed and returned to the Custodian after the event.

Mopping and vacuuming equipment is available at the venue.

Chairs and tables must be wiped down and returned to the original location.

Hirers must remove all rubbish from the venue and grounds after their hire.

Charges may apply for extra cleaning and rubbish removal. These charges are set out in our **fees and charges schedule**.

Fire/Evacuation responsibilities

Every hirer is required to be familiar with the procedure for evacuation in the attached Emergency Evacuation Procedure.

The appointed fire warden/safety officer must ensure that all means of egress are checked for operation at the start of the hire period, and control and supervise the venue evacuation procedure.

In the event of a fire, evacuate the venue immediately then notify the Fire Service by phoning 111.

When the venue is safely evacuated, contact the Waimakariri District Council on 0800 965 468, or the Custodian on 03 312 5409 or 027 665 2775.

Hours of use

- Hirers must not enter the facility before their booked hire time and must vacate the facility by the end of the hire period.
- The booking period must include all set–up, pack–down, and cleaning activities.
- All persons must leave the site within 30 minutes of the conclusion of the event. Only those involved in cleaning and pack–down activities may remain on site during this period.
- All activities, including cleaning and pack–down, must cease by 1am, unless prior approval has been granted.
- The hall key also works on the adjacent car park lock. It is the Hirer's responsibility to ensure the car park is empty and locked at the conclusion of the booking.

Alcohol

The Hirer must specify and request permission for the consumption of alcohol at the time of making the booking.

Alcohol is not permitted in the facility unless permission has been granted and, if required, a liquor licence obtained from the Council when approving a booking.

Only the Hirer may bring alcohol into the hall provided that they have permission or a liquor licence.

BYO events are only permitted for private events where a family occasion is celebrated in a hired venue and guests bring their own alcohol or the host supplies it for free. A good host form must be completed and accepted by the Council prior to the event.

No alcohol is permitted on the exterior grounds of the facility.

Prohibited

- No smoking in the venue.
- No chewing gum in the venue.
- No use of confetti or glitter.
- No decoration or scenery may be attached to, or hung from, the venue without prior written permission from the Custodian.
- No open fires, candles, smoke machines, naked flame barbecues or spits are to be used inside the venue without prior written permission from the Waimakariri District Council or the Custodian.
- No fireworks are permitted on the premises.
- No tacks, nails, or adhesive materials are used on the interior of the premises.
- No stiletto heels are permitted in West Eyreton Hall due to damage to the wooden floors.
- The Waimakariri District Council does not permit 18th or 21st birthday parties to be held in our facilities.

Damage to the hall or fixtures

Any damage to the hall or fixtures, or breakages, must be notified immediately to the Custodian by the Hirer. Contact 03 312 5409 or 027 665 2775.

The Hirer is responsible for the full cost of any damage.

Noise

Noise levels from functions should be maintained at a level as to not disturb surrounding residents. Music must be turned off by midnight.

Failure to comply with this condition may result in the early closure of your function and a fine.

Contravention of an excessive noise direction under section 327 of the Resource Management Act 1991, section 338(2)(c) is a $500 fine.

The exterior doors must be closed when amplified music is being played.

Control music amplification so that the noise received at any residential boundary of the site is not dominant above ambient noise and does not have clearly audible bass.

Comply with any direction to control music given by a Council officer or authorised agent.

Conduct activities with consideration to neighbours.

Vacate the site quietly and drive responsibly.

Security

The Hirer is responsible for securing the venue upon completion of the function.

They must ensure:

- All lights, heaters, stoves, taps and electrical appliances are turned off (except fridges)
- All people are out of the building
- Windows and doors are closed and locked
- Alarm is set.

If any of the above is not done and any vandalism, etc. occurs, the Hirer may be charged for any repairs or costs incurred.

Breach of conditions

Any breach of the Conditions of Hire may result in:

- Closure of the function
- Refusal to accept future bookings
- Extra charges being incurred.

Public liability insurance

The Hirer is responsible for public liability insurance. Insurance of $1,000,000 is recommended by the Waimakariri District Council.

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West Eyreton Hall
Emergency Evacuation Procedures

Duties of Wardens

Prior to opening

- ☐ A Chief Fire Warden/Safety Officer is to be appointed by each group hiring this facility (and deputy if 50+ occupants) who must clearly understand their duties.
- ☐ Familiarise yourselves with the location of the assembly point (refer to evacuation map located next to extinguisher).
- ☐ Ensure the evacuation routes are clear of obstructions and that the exit doors can be easily opened. No flammables to be stored near escape routes.
- ☐ Familiarise yourselves with the location of emergency warning systems and fire extinguishers (being careful not to activate the extinguisher).
- ☐ Identify those persons requiring evacuation assistance on the Chief Warden's Evacuation Report.

In the event of a fire

1. Activate alarm and phone 111.
2. Ensure everyone vacates the building.
3. Assist any persons with disabilities.
4. Warden's checks should be completed as quickly as possible to avoid personal risk.
5. Report to designated assembly area.
6. Pass on the evacuation report to the Fire Service on their arrival.
7. Stop re-entry of persons until the 'All Clear' has been given by the Fire Service.

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West Eyreton Hall Evacuation Report

A preliminary completion of the Evacuation Report should be undertaken by the Chief Warden in preparation of an evacuation being required. The completed Evacuation Report is to be handed to the Fire Service on arrival.

Name of Chief Fire Warden/Safety Officer: _____

Name of Deputy Fire Warden/Safety Officer: _____

Zone	Occupant	Warden 1	Warden 2	Disabled occupants? How many?	Zone clear? (tick box)
Main Hall/Function Room	Public	Chief Fire Warden/ Safety Officer	Deputy Fire Warden/ Safety Officer (when 50+ persons)		☐
Kitchen Toilets Store Room Meeting/Supper Rooms	Public	Chief Fire Warden/ Safety Officer	Deputy Fire Warden/ Safety Officer (when 50+ persons)		☐
Other rooms identified:	Public	Chief Fire Warden / Safety Officer	Deputy Fire Warden/ Safety Officer (when 50+ persons)		☐

Notes

- Do not turn off lights.
- Do not lock any doors.
- Do not attempt to put out fires unless the fire is small and manageable, and you are familiar with the use of the equipment provided.
- Contact Waimakariri District Council on 0800 965 468 (24 hours).

Observations (number of disabled occupants/location of smoke/fire/smell etc.)

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