

## **Pinehaven Community Hall, Forest Road, Pinehaven**

### Terms & Conditions for the Hiring of Pinehaven Community Hall

This document details the terms and conditions relating to the Short Term use of the Pinehaven Community Hall ('the Hall')

Name of Hirer (the Client): \_\_\_\_\_

Type of Function: \_\_\_\_\_

on the date: \_\_\_\_\_ at (time): \_\_\_\_\_

The Client shall pay Pinehaven Progressive Association a hiring fee of \_\_\_\_\_ for the use of the Hall and payment shall be made in full in advance of the event. Current rate \$15 per hour.

### **General Terms**

- the Client shall undertake to maintain the Hall in a reasonable state during its use
- no smoking inside any part of the building
- the Hall shall be left in a clean & tidy condition at the conclusion of the function
- the Client is responsible for cleaning the venue
- cleaning must be done within the booked period (unless other arrangements are made)
- the Client must remove all rubbish from the venue & grounds after their hire
- chairs stacked and returned to storage area
- alcohol may not be sold at the hall
- any damage to the hall or contents shall be repaired or replaced by the Client

### **Liability / Insurance**

The Client is responsible for ensuring all children are supervised & safe at all times.

It is the Clients responsibility to obtain public liability insurance for any one event and shall indemnify the Pinehaven progressive association where the circumstances giving rise to a claim for indemnity:

- (a) Arise out of, or in connection with, the Premises or this Contract; and
- (b) Are not circumstances where the Pinehaven Progressive Association is the sole party responsible for the cause of the event or events giving rise to the liability or potential liability.

### **Security**

The hirer is responsible for securing the facility upon completion of the function. Ensure:

- all lights, heaters, stoves and electrical appliances are turned off and windows and doors are closed and locked

### **Client Details**

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

Address: \_\_\_\_\_

I confirm that I am over 18 years of age and that I have fully read, understand and agree to abide by the terms of this contract.

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

### **Bookings**

Contact Rita Bota (04)939-0442

PPA Bank Account: 03-0774-0857067-00