Maungawhau School

43 Ellerton Road, Mt Eden

FACILITY HIRE – BOOKING CONTRACT

Organisation _____Representative _____

Address _____Phone No _____

Contact Person/Key Holder _____Contact Phone No _____

Email address _____

Circle the facility you would like to hire: HALL TUANUI CLASSROOM BOUNCY CASTLE

Purpose of Hire _____

Estimated number of people _____ Key No: _____

Hire Period

Date/s: _____ Time: from _____ to _____

Booking: Casual or Recurring (please circle)

Evening booking: strictly ends no later than 9pm

Schedule of Fees

Bond:	$200.00 (GST exclusive)
Hourly Rate Casual:	$50.00 per hour + GST
Hourly Rate Recurring:	$35.00 per hour +GST
School Staff Callout Fee:	$50.00 per callout + GST
Lost Key Fee:	$200.00 + GST
Bouncy Castle:	$100.00 + GST
Cleaning Fee (if outside school week or term)	$50.00 per hour + GST

Hire Charges $ _____ per hour/day

Refundable Bond $_____ paid _____/_____/_____@_____AM/PM [Date and Time]

Caretakers Callout Fee $_____ (if applicable)

Total $_____

Deposit paid $_____

I …….. have read, understood and will comply with the terms and conditions for the hire of the Maungawhau School Facility as contained within this agreement, and as advised to me verbally at the time of booking. Further, I declare that the information that I have provided to Maungawhau School in relation to this agreement is a true and correct record.

Signature_____ Date_____

Office Use Only

Booking Authorised By _____ Date _____

☐School Contact Phone Numbers: **For any correspondence concerning bookings, please contact the school directly**.

SCHOOL PHONE	(09) 638 8829	**Please note this is an EMERGENCY phone number to be used at the time of your function only. You will be charged $50 +GST for the callout.**			
Outside school hours	Please leave a message on school phone or email office@maungawhau.school.nz	**Contacts during function**	(1) Caretaker Mobile: 021 246 6481		(2) Delanee Dale Mobile: 0274 847751

TERMS OF USAGE

Hall & Classroom Security:

The contact person/key holder is responsible for ensuring the hall is fully secure after hall and classroom use. All windows and doors locked and electrical equipment turned off.

Tuanui Security:

The contact person/key holder is responsible for ensuring that all gates are locked using the chain and padlocks and is fully secure after hall use. All lights and electrical equipment turned off.

Alarms

The contact person/key holder is responsible for ensuring the alarm is correctly used and reset. For any costs incurred by hirer activity, the claim is to be met by the hirer. False alarms caused by hirer will be charged at $80 for Alarm Control and $1500 (estimated) for the Fire Engine.

Car Parking

Parking is permitted only on sealed areas.

Decorations

Nails, drawing pins, staples, sticky tape, blu-tack and other fastening methods that may damage any surface must **not** be used.

Tuanui

No wheels (e.g. scooters, skateboards, bikes etc.), fireworks, smoking and dogs. If you need to use chairs or tables these must be placed on top of tarpaulins or mats provided by the hirer. The netball goals must not be moved and the bases not stood on. Care when kicking balls and keep away from the roof lights.

Noise

- Consideration must be shown for the neighbours
- Excessive noise and/or loud music will not be tolerated.
- Complaints from two or more residents shall deem the noise to be excessive.

Cleaning

The hall, classroom, hall kitchen, toilets and adjacent grounds must be cleaned after use to return these areas to their original clean state. Brooms, mops and buckets are provided in the hall for this purpose.

Rubbish

The hirer must provide their own rubbish bags and all rubbish must be removed from the school grounds.

Hall & Classroom Furniture

All hall furniture and fittings must be left clean and returned to their pre-hire positions. Seats, tables and equipment must not be dragged across the floors, but be lifted to prevent marking the floor.

Lighting

Only standard lighting and power point capacity is provided. The hirer must not overload, or otherwise use, the lighting or power supply for any purpose other than that for which it is designed. If you do use the additional lights and PA System then you must have a tutorial from our IT Manager and you will be responsible for the cost if either of these are damaged and need to be repaired or replaced.

Piano

The hall piano must not be used unless authorised.

Alcohol and Smoking

No alcohol shall be consumed within the precincts of Maungawhau School. Smoking within the buildings and within the school grounds is strictly prohibited.

Food

Cooking is only to be carried out in the designated kitchen area. The lighting of any fire within the school hall or school grounds is strictly prohibited.

Insurance

The school strongly recommends the hirer arrange a public liability insurance cover for the period of hire. Insurance cover of equipment belonging to the hirer is not covered by the school's hall insurances.

Times of use

All functions must cease and cleaning be completed early enough to allow the buildings to be vacated no later than the time hired. The grounds must be vacated within half an hour after hireage time has lapsed.
Once you are in possession of the keys it is not permissible to gain access to the hall at any day or time other than previously arranged with the school.

Damage

The hirer shall be responsible to the school Board of Trustees for any loss or damage to the grounds, buildings, fittings or equipment and the full cost of rectification thereof. The hirer shall report any loss or damage noted to the custodian as soon as possible prior to vacating the premises.

Bond Tenure

The hirer acknowledges that the premises shall be inspected prior to occupancy and again after vacating. Final inspection will be made prior to further hireage, or within 24 hours of vacating and at the discretion of the custodian or school appointee.

Dispute/Queries

Any disputes or queries initiated by the Hirer shall be addressed to the Board of Trustees whose decision shall be final and binding on all parties.

Directives

The hirer shall acknowledge and comply with any or all requests or directives given by the custodian or his/her deputies.

Cancellations

The school Board of Trustees may cancel or terminate a hire for any reason and shall not be liable for any expenses or loss of revenue incurred by the hirer, but will refund to the hirer any money paid in advance on account of the hireage

The hirer must provide a minimum of 7 days notice if cancellation is required. A penalty of $40.00 will be payable for failure to notify cancellation within the 7 days.

Legitimate Use

The hirer shall ensure that the precinct of the Maungawhau School will only be used for the purpose hired and that no illegal activity shall take place, or if such activity is detected, shall indemnify the school Board, its staff and officers from implication or prosecution. The hirer shall ensure that use is restricted to bona-fide members.

Conditions of Facility Usage have been read and agreed to _____

Organisation Representative

If this is a recurring hire, please note the school will only accept recurring hires for a maximum period of 1 calendar year. A new request and contract must be completed annually.

43 Ellerton Road, Mt Eden, AUCKLAND
TELEPHONE: 09-638 8829 *** FACSIMILE:** 09-638 8843 *** EMAIL:** office@maungawhau.school.nz