



KOROMATUA SCHOOL HALL



HIREAGE TERMS & CONDITIONS

Koromatua School Hall **Terms and Conditions for Hireage**

Application for Hireage- The Koromatua School Board of Trustees shall be provided with a written statement of intended activities/programmes to be carried out by the Licensee (person or people hiring) - this must include a Risk Management Plan where appropriate.

Cancellation of License- Where a regular, on-going booking is accepted by the BOT, and subsequently the school has need of the facility on a conflicting date, the BOT reserves the right to cancel the Licensee's booking for the conflicting date, and will give the Licensee as much notice as possible of such a cancellation. The Koromatua School Board of Trustees reserves the right to cancel or alter any hireage agreement at any time.

Subletting- Subletting of the facilities by a Licensee is strictly prohibited.

Good Neighbours- We value our association with our neighbours and respect their privacy. Please do the same. Please also be mindful of noise levels.

Health and Safety- The Koromatua School Board of Trustees takes no responsibility for the welfare of your group members while using the facilities.

Note the requirement above for a Risk management Plan where appropriate.

If, for any reason the following happens, please ensure you inform the school:

- An accident involving a hall user while onsite.
- An incident with machinery, plant or equipment.
- Any inability to clean the facility as required.
- Any concern relating to using the facility.

Thank you.

Hall Hireage Rates

The Koromatua School Board has developed a scale of charges for hireage of the available facilities. These rates have been set bearing in mind the current rates for similar local facilities, the actual daily costs incurred in running the building and the likely cost of ongoing maintenance over the projected life of the school hall.

Koromatua School Hall is a school-based facility that is only available for hireage outside normal school hours, i.e. 8am to 5.00pm during school days. In very rare cases the hall may be hired during school hours (see over page).

Hireage Rates

Period used	Hall and Kitchen	Hall Only
1 hr	\$50	\$40
2 hrs	\$85	\$70
3 hrs	\$110	\$95
4 hrs	\$135	\$115
5 hrs	\$160	\$135
6 hrs	\$185	\$155
7 hrs	\$221	\$185
8 hrs	\$235	\$200

Notes:

- Longer term than 8 hours to be negotiated per request.
- Hireage hours include setting up and cleaning up.
- Hiring the hall the evening before, or the morning after an event, for the purposes of setting up and cleaning up, will incur a flat fee of \$50 for each extra day, and will be discussed at the time of contract signing .
- All hireage fees are to be paid in advance.

Hireage During School Hours. This will only be considered where Koromatua School children are directly involved. For lunchtime activities the facility may be hired for no more than one lunchtime per week at \$30.00 for a 45 minute lunch session for 1-20 paying students, \$40.00 for 20+ students. For an afterschool activity (3.00pm-5.00pm) the rate is as for standard hireage.

Furniture and Equipment- Trestle tables and chairs belonging to the school are available for hire in the hall. These may be hired through the school office. The office staff will then arrange with the Caretaker to have these available once booked. Payment is to be made in advance.

Cost Per Event		
Trestle tables	12 available	\$5.00 each
Chairs	140 available	\$0.50 each
Staging	6 sections available	\$5.00 each
Screens	4 free standing available	\$5.00 each

Cleaning Equipment: Supplied – Mop, bucket, broom, brush and pan, 4 rubbish bags, Detergent, dishwasher powder, dish mop, sponge, toilet brush, nappy bucket, extension cord.
Not supplied - You will need to bring your own vacuum cleaner and tea towels. You may also wish to bring extra rubbish bags.

Bond Fees- All Koromatua School bookings will attract a cash bond payable in advance of hireage. The cash bond will be determined by the Board of Trustees upon receiving the hireage application and the reason for the hireage. The cash bond will usually be \$200 but may be changed at the Board's discretion.

Kitchen Hire: The kitchen can be hired for an addition fee. (see hireage charges). If hiring the kitchen a limited amount of kitchen crockery and cutlery is available for hire. Check with the school office to see what is available. Any losses and breakages will be deducted from the bond. The following kitchen equipment is included in the kitchen hireage fee: Small fridge/freezer, microwave, 2 pie warmers, wall mounted hot water zip, stove, dish washer.

Conditions for Hall Use

- Key pick up/return and alarm codes will be discussed at the time of contract signing.
- Parking needs to be confined to Koromatua Road car parks, please do not use school fields for parking.
- Smoking is not permitted in the school hall or anywhere on the school grounds at any time. This is a law under the Smokefree Act.
- Alcohol is not permitted in the school hall or anywhere on the school grounds at any time. This is a school board policy.
- Shoe heels with a diameter of less than 2 cm, and work boots are not permitted to be worn in the school hall at any time.

- **Floor Care-** Do not spread any chalk, powder or other substance on the hall floor. Paper masking tape may be used to mark out the floor, but all tape must be removed within 8 hours of its being laid down. Don't drag the chairs, tables, staging etc, lift them into position. The hall floor covering is very hard wearing, but because it is sponge-backed it can tear if heavy and/or sharp objects are dropped or dragged across it.
- **Hard Surface Care-** Blue-tack (or similar) may be used on the hard surfaces. Staples, thumb-tacks and similar products may be used only on the soft Autex Composition board in the foyer. Adhesive tape is not to be used on any painted surfaces. After the event all staples, tape, etc must be carefully removed.
- **Under no circumstances are staples, thumb tacks etc. to be used on any hard surfaces e.g. walls, doors, trims etc.**
- **Decorating:** Hooks and wire are mounted along every wall from which objects, curtaining etc may be hung. It is important that nothing is strung across the hall or hung from the roof. Everything must be free standing.
- **Screens** – 4 free standing screens on wheels are available. They may need covering in some way. You may use staples on these but they must be removed after use without tearing the fabric.
- The kitchen (hired separately from hall) contains equipment for cleaning up at the conclusion of your period of hireage – please return as found, thank you.
- Check that stove is turned off at wall, fridge cleaned out and other appliances left clean. DO NOT turn off the wall-mounted water heater. DO NOT turn off the fridge and freezers.
- Wipe down all kitchen benches, sweep floor, pick up rubbish and place into garbage bags. Mop floor. All equipment used in the kitchen must be left clean.
- If you have used the dishwasher, this needs to be emptied of cutlery, crockery etc.
- Any spills on the hall flooring are to be cleaned using water only.
- Cleaning to a satisfactory standard is essential – you will be levied from the bond if the hall is left in an unsatisfactory condition.
- Toilet facilities are available, including a full disabled access cubicle. Before leaving, flush and clean all toilets, general tidy, sweep and mop, check all taps turned off and sinks clear.
- Sweep main floor area, clean carpet and vinyl areas, pick up all rubbish, place in rubbish bags provided and take it home with you.
- If participants have been outside please also check around the hall to remove any associated litter.
- Should any extra cleaning be required after your hire period, Koromatua School will arrange for this cleaning to take place and charge you from the bond.
- If opening or closing kitchen windows you must use the venetian turners. Do not put hands through the slats as it may damage the blinds.
- At the end of your event please make sure the roller doors in the kitchen are latched closed and the outside one is padlocked. The phone should be placed on the ledge on the hall side of the inside servery roller door.

Finishing Times

- All activities must cease as per rental time agreed.
- Only in exceptional circumstances will the board consider events finishing beyond midnight.

Security

Upon leaving:

- Secure all exterior doors.
- Secure all windows, checking catches are locked. Close all upper windows using the push button controls on the walls. You need to hold the buttons until the windows are fully closed.
- Check all interior hall, kitchen and toilet lights are switched off. (Exit lights will remain on).
- When ready for final exit, set the alarm, turn out the foyer lights, and make sure door is locked.
- Double check all exterior doors from the outside by walking around the perimeter.

Other:

- The licensee MUST contact Waikato Security if onsite after 8.00pm – a callout cost will be incurred if you do not do this – phone 834 8106 to let them know the approximate time of your departure. You will need a PIN to dial out from the school phone.
- Any problems with persons using the grounds improperly please contact the Police (phone 858 6200) or Waikato Security (phone 834 8106).

After Use

- Keys are to be returned as arranged with Koromatua School.
- Report any breakages, plumbing blockages, lost keys, etc. to school **immediately** after hireage.
- The Licensee shall make good any damage to the school buildings, property or grounds arising as a result of the Licensee's occupancy.
- Furniture and equipment used and not paid for in advance will be charged against the bond.

Inspection of Facilities

The hall and kitchen will be inspected before hireage begins. An **inspection checklist** will be placed on the wall next to the alarm pad in the foyer of the hall. The licensee is responsible for returning the completed checklist with the keys, as arranged, so that application for bond reimbursement can be actioned.

IMPORTANT:

HIREAGE is for the school hall, kitchen and immediate surrounds only unless otherwise agreed. You may use the small field immediately adjacent to the hall.

Please do not allow your invitees to wander around the rest of the school grounds and buildings unless you have previously been given permission to do so.

Koromatua School Hall Hireage Request

(Return to Koromatua School, RD10, Hamilton 3290)

Applicant name is: _____

Licensee Organisation represented: _____

Position within the organisation: _____

Applicant contact phone number is:

Home No. _____ Work No. _____

Mobile: _____ Email: _____

Applicant address is: _____

The intended purpose for which the facility is to be hired is (affix additional sheet(s) if required):

Proposed day(s), date(s) and time(s) of hire. Include set-up and clean-up time:

Actual start time _____ and finishing time _____ of main event

Furniture and equipment hire:

Cost Per 24 Hours			Number Wanted
Trestle tables	12 available	\$5.00 each	
Chairs	140 available	\$0.50 each	
Staging	6 sections available	\$5.00 each	
Screens	4-6 available	\$5.00 each	

I have read and understood the conditions for the hireage of the Koromatua School. I agree to abide by all the stated conditions.

Signed: _____
(Applicant/Licensee)

Date: _____

Casual Use Agreement



BETWEEN THE KOROMATUA SCHOOL BOARD OF TRUSTEES (“the Board”)

AND [REDACTED] (“the Licensee”)

IN RELATION TO THE OCCUPANCY OF SCHOOL PREMISES

**Ministry of Education
45-47 Pipitea Street
PO Box 1666
Wellington
Ph: 463-8000
Fax: 463-8001**

THIS LICENCE made the _____ day of _____, 20__.

BETWEEN **Koromatua School Board of Trustees** (the Board)

AND _____ (the Licensee)

WHEREAS:

A The Board is the controlling authority for **Koromatua School** which is situated at 355 Koromatua Road, RD10, Hamilton, 3290.

B. The Licensee wishes to use the school hall for the purposes of :

_____ ('The permitted use').

C. The Board has agreed to grant this licence.

NOW IT IS THEREFORE AGREED that the Board shall grant, and the Licensee shall take a licence to occupy the Premises upon the following terms and conditions:

1.0 This licence shall commence on _____ and shall expire on _____ (the Term).

2.0 At the end of the term or earlier termination of this licence, the Licensee shall remove all their own property including that of its invitees [if any] from the Premises, and leave the premises in a clean, safe and tidy condition to the satisfaction of the Board.

3.0 The Licensee shall pay to the Board:

A. A cash bond of \$ _____. This bond will be refunded after the Licensee's property and that of its invitees [if any] has been removed from the premises, and the premises are left in a satisfactory condition in terms of clause 2.00. The booking will not be confirmed until the bond is paid.

B. A licence fee of \$ _____, to be paid immediately upon obtaining this licence.

C. All costs and expenses arising from the Licensee's use and occupation of the Premises as follows:

Equipment hire:(To be paid no later than the day before hireage)

Amount \$ _____

(Note: The Board can waive the bond at its discretion and/or charge a nominal licence fee)

- 4.0 The Licensee shall indemnify the Licensor against all damage or loss to the school buildings or facilities resulting from any act or omission on the part of the Licensee, its invitee's or agent's use and occupation of the Premises.
- 5.0 The Secretary reserves the right to seek costs of recovery or compensation for any loss or damage caused by negligence or wilful damage by the Licensee.
- 6.0 The Licensee acknowledges that the Secretary of Education and the Board shall have no liability for damage or loss to school buildings or facilities noted in clause 4.0 above
- 7.0 The Licensee shall comply with, and observe all of the Licensor's health and safety code of practice and any statutory, regulatory, code or bylaw requirements in the use and occupation of the Premises.
- 8.0 The Licensee shall use the Premises solely for the purposes as noted in Recital clause B ("the permitted use").
- 9.0 The Licensee shall not bring or store within the premises nor allow to be brought upon or stored within the premises any goods or things of any offensive, noxious, illegal or dangerous nature which is likely to cause damage to school buildings or other facilities, or affect the health and safety of any person on the premises.
- 10.0 The Licensee shall not allow any act or thing to be done which may be or grow to be a nuisance or annoyance to the Licensor or any other person and generally the Licensee shall conduct the permitted use in a clean, quiet and orderly manner free from nuisance, disturbance or annoyance to any person.
- 11.0 The Licensor may cancel this licence at any time if the Licensee is in breach of any covenant or agreement on the Licensee's part expressed or implied in this agreement.

The Licence was approved by the Board Chairperson or Principal

Name: Greg Willis (Chairperson) Signed _____

Name: Nigel Farthing (Principal) Signed _____

THE COMMON SEAL of the KOROMATUA SCHOOL BOARD OF TRUSTEES)

was here unto affixed in the presence of one of the following as witness:

Name: _____ (Board Secretary) Signed _____

Name _____ (Principal) Signed _____

Name (Licensee): _____

SIGNATURE of LICENSEE: _____

AS WITNESS THIS AGREEMENT WAS SIGNED ON THE _____ DAY OF _____ 201_____

