

116A Bank Street, Whangarei, 0112
bookings@oneonesix.nz

- HALL HIRE AGREEMENT FOR ONEONESIX 116A BANK STREET -

Name of Group/Individual:

Contact Person:
Email:

Contact Phone:

EVENT INFORMATION

Name of Event:

Space required from (including pack-in/prep): ___:___ am/pm ___/___/___

Space required to (including pack-out/cleaning): ___:___ am/pm ___/___/___

Date(s) of public event(s):

Public event start / end time(s):

Estimated number of people (maximum 125):

TERMS AND CONDITIONS (additional terms below)

DAMAGE

The hirer agrees to pay for any damage to the building or equipment within the building that occur during the time they are using the space.

CLEANING

All users of ONEONESIX are respectfully requested to leave the space in a clean, sanitary and tidy state. Please undertake to clean whichever space your group has used and the toilets also. ONEONESIX is run entirely by volunteers for the benefit of the community - we appreciate your help in leaving the space clean and tidy for the next users.

Please see Cleaning Checklist section below.

KAUPAPA OF THE SPACE

This is a community space that values people working together, sharing a space, creating good will and participatory activity. The space is a community resource to create inclusive activities that value the contributions of all participants, and as such, we ask that the groups hiring the space understand and respect this kaupapa.

COMPANY OF GIANTS

As current kaitiaki of the space, Company of Giants aims to keep the building under collective guardianship, empowering people through the provision of space and other support in the hosting and creation of community-led activities. As such, Company of Giants will endeavour to support all hiring groups/individuals as best they can to achieve our collective aims.

GENERAL CONDITIONS

Smoking is not permitted inside the building. Company of Giants takes no responsibility for loss of property or damage to vehicles during use of the space. ONEONESIX is an unlicensed venue. If you are intending to sell or provide alcohol you will need to contact WDC Liquor Licensing (09 430 4243) to ensure your event complies with the Sale and Supply of Liquor Act 2012. The Hirer must not allow any illegal activities to take place in or outside ONEONESIX during the Hire Period.

HEALTH AND SAFETY

All statutory rules, regulations and bylaws in force shall be strictly observed by the Hirer. It is the responsibility of the Hirer to ensure the health and safety of all persons attending their event – see further detailed requirements in the ‘Health and Safety’ section below.

FEES

Company of Giants is leasing the hall from the council and we need to pay rates, electricity and insurance as well as pay for all building maintenance and build it into a space that is usable and versatile. All hireage fees go towards these costs. Company of Giants will provide an invoice on receipt of this agreement if required.

Agreed hireage fee for entire period stated above: \$_____._____

To be paid to ONEONESIX Trust
 38-9019-0687384-00
 KiwiBank

KEY DEPOSIT

There is a \$10.00 standard key deposit which must be paid before a key to the venue is issued to a new user. Cash deposits are preferred.

DECLARATION

I agree to the terms and conditions laid out above and in the Additional Terms and Conditions section below which cover the use of ONEONESIX.

Hiring group/individual

Signed: _____ Date: _____

Company of Giants/space representative

Signed: _____ Date: _____

ADDITIONAL TERMS AND CONDITIONS

INSURANCE

Company of Giants does not undertake to arrange for or maintain any insurance cover, property, contents or otherwise, for the venue or the event for the benefit of the hirer.

TERMS OF USE

ONEONESIX is a WDC council owned community facility. Under the terms of the WDC Grants, Loans and Concessions Policy (section 6.2) ONEONESIX will not be available to hire for events where the primary purpose of the activity is to promote religious, political, or commercial activity.

HEALTH AND SAFETY

1. The Hirer must ensure that access and egress for residents, businesses or emergency vehicles are available at all times and that the public is not duly inconvenienced by the Event. This includes public and private access ways that must be kept clear at all times.
2. It is the Hirers responsibility to make themselves familiar with the evacuation procedure in case of fire at the Community Venue, and to ensure that all emergency exits are clear and free of any obstacles.
3. In case of fire at a Community Venue, the Hirer must ensure the evacuation procedure is followed immediately and fire emergency response is notified.
4. The Hirer is responsible to appoint and instruct a fire warden for the Event. The assigned fire warden must ensure that all emergency exits are checked twice prior to the Event and at least once during the Event. This includes ensuring there is no interference with smoke detectors, fire extinguishers and emergency exits.
5. Any hazard a Hirer may encounter either as a result of any activity or physical condition must be reported immediately to the relevant emergency response and also to WDC by calling 09 430 4200.
6. It is the responsibility of the Hirer to provide first aid supplies.
7. Where access to the lighting bar is required the hirer will use appropriate and required safety and access equipment

CLEANING CHECKLIST

ONEONESIX Cleaning Equipment Location

The Brooms, Ash pan and brush, Mop and bucket for cleaning the hall and kitchen floors reside in the tall cupboard in the kitchen.

- Cleaning Supplies for the kitchen i.e. Surface cleaners, gloves and clothes are in the cupboards under the kitchen sink.
- The Vacuum cleaner lives in the cupboard under the stairs.
- The Mop and bucket for cleaning the toilet floors only
- Gloves for cleaning the toilet areas only
- Cleaning supplies for the toilets are located in the Red toilet.

Areas To Be Cleaned and How To Do It

Hall Floor

1. Sweep or Vacuum and Mop if necessary

Back Room

1. Vacuum

Kitchen

1. Dishes washed and put away
2. Take food scraps out of the plug hole
3. Bench tops wiped
4. Floor swept and mopped

5. Stove and oven cleaned if used
6. If Council rubbish bag is full, take out of bin, and put outside kitchen door
7. Turn off hot water heater (located to the left of sink)

Recycling

1. Use green bin for bottles, tins, cans and plastics which are marked with 1 or 2 ONLY
2. Paper in tall box and clean cardboard in squat box

Toilets

1. Get toilet supplies from Red Toilet
2. Scrub porcelain with toilet brush
3. Clean toilet seat with disinfectant on a piece of toilet paper and dispose in toilet
4. Clean sinks with surface cleaner and green cloths
5. Put used green cloth in stainless steel bucket
6. Mop toilet floors

At the end of your event, please be sure to wipe clean all exterior chalkboards if you have used them to display information.

Promotional Information

If you would like your class featured on the oneonesix.nz website and in the database mail out, please email bookings@companyofgiants.co.nz with the following:

1. Name of Class/Event
2. Date and Time of class/event
3. 50 - 100 word introduction to Class
4. Facebook/Website/Youtube links
5. Cost of class/event (+ concessions/discounts)
6. Best way to book tickets
7. Please also email your **promotional poster** (pdf or jpeg) along with **two good quality images** of your classes in action.

PLEASE NOTE: REMEMBER TO FILL IN THE USERS BOOK AFTER EVERY SESSION