



Terms and Conditions for Hirer

Thank you for choosing to use the Pokeno Community Hall for your event.

We do not offer hireage of the hall after Midnight, so if you are having a night-time function, please ensure to finish up around 10pm to allow time to pack up and clean the hall before departing by 12 midnight,

*Refer to our Exit Procedure.



WHAT YOU NEED TO BRING

Bring your own rubbish bags, tea towels, **TOILET PAPER**, any linen required for the tables, cups, plates, platters and utensils, dishwasher liquid.

- Hand Sanitiser Bottles & Anti-Bacterial Spray Bottles are for YOUR USE.

DECORATIONS

- **USE BLUE TACK if you wish to put anything on the walls.**
- Please do not use staples or drawing pins.
- Please Remove All the Rubbish from the Hall
- Confetti is a mess, please ensure every single piece of confetti is removed.

NOTE: We kindly request that no confetti be used, as it may result in the retention of your bond for removal. We hope to avoid this situation.

EXIT PROCEDURE

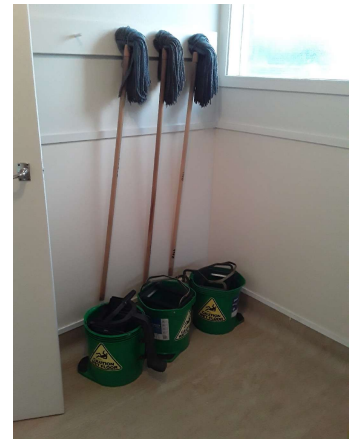
Please ensure you clean the hall before departing. We require ALL floors to be swept and the bathrooms and kitchen to be mopped if there is any spillage.

- All counter tops to be spray and wiped, (Anti-bacterial spray bottles supplied) checking also that there are no crumbs or spillage on the shelves and cupboards underneath.
- Toilets are to be flushed and cleaned.
- Oven, stove top to be cleaned if used.
- Tables to be wiped down if used.
- Clean the sink and drain plug out, in both kitchen and bathroom.
- Clean out the fridge of any food or drink and wipe up any spillages. (Leave the door OPEN after use)
- Please rinse the mops and hang up after use.
- Check for any rubbish outside the hall.
- Check all windows and doors are closed and locked.
- Please open all the curtains if they are closed during your function.
- Turn off all the lights and heater before turning off the Power Board in the main hall.

CLEANING

We have provided all the cleaning products you need to ensure the hall is cleaned and well maintained after your function.

Mops are in the men's bathroom. There is a cupboard between the bathrooms where you can find cleaning equipment and under the kitchen sink in the Supper Room.



Return ALL Chairs and Tables to MAIN HALL and Smaller Supper Room before leaving

As shown in PHOTOS ON THE WALL & HERE.

- Chairs are to be stacked 5 high and returned to the rear of the main hall.
- Tables are to be stacked evenly on the three trolleys.
- Black Metal Frame Tables into the Corner







HEATERS

- UNDER THE MAIN SWITCHBOARD ARE TWO HEATER SWITCHES. TURN IT ON.
- DO NOT TOUCH THE WALL PLUG SWITCHES NEXT TO THE ACTUAL HEATERS.
- Remotes for the Heaters are in a container in a cupboard to the left of the fridge.
- We have two heater types. The remotes are numbered and match the number of the Heater.

PLEASE RETURN THE REMOTES INTO THE CONTAINER BACK INTO THE CUPBOARD.

LIGHTS

To turn on the lighting, switch on the main Power Board as per image below:



Please ensure to only have the lights on that are required. For example, if using only the Supper Room, please ensure the lights in the main hall are off to help decrease community power bills.

ALCOHOL

If you are selling alcohol, please ensure you have someone in attendance with the proper Liquor Licencing requirements.

For all and any function in which Alcohol is being consumed, it is required by the Waikato District Council that you have security at your event (See Conditions below). This is at the cost of the hirer.

1. Alcohol is permitted only under controlled conditions. At functions where alcohol is to be sold, the hirer must obtain a Special Licensee at their own cost and shown to the Hall Committee.
2. When the host is providing all the alcohol, for an invited guest list only and/or Guests BYO Alcohol and the host is taking full responsibility, they do not require a Special Licensee.
3. No alcohol is to be brought onto the premises.
4. The Council/Hall Committee reserves the right to insist that, at the hirer's expense, security guards are to be engaged. We will need to receive confirmation that the security service has been engaged.

HEALTH AND SAFETY

- The Hall is a non-smoking venue.
- Please keep all fire exits clear. There are two fire extinguishers in the hall, and also an AED defibrillator.

- Maximum people in the Supper room must not exceed 50x
- The maximum number of people in the Main Hall must not exceed 140x
- Fire emergency Evacuation Procedure is located on the wall.

BOND

- All Hall Hirers will pay a Bond of **\$200** for the hireage of the Hall.
- We will check the hall the following morning and if clean tidy everything returned to its place, we will refund the Bond.
- Bonds are refunded via online transactions **ONLY**.

WHAT TO DO NEXT

In an email reply, please tell us your Bank Account number for refund of your Bond if applicable.

Please also us send us the signed **Terms and Conditions** for this Hall Hire.

Signature

Date:

Thank you,

Haupai Montgomery
Hall Committee Chairperson

Janet Bailliee
Hall Committee member