

# Glorit War Memorial Hall Inc.

## Terms & Conditions for Hirer

### Policy Purpose

This policy sets out general policies for the hire of the Glorit War Memorial Hall which is managed by the Glorit Domain Board and Hall Committee 2020 and the appointed custodian/s given the responsibility to engage with the person(s) of hall hirers. The policies provide guidance and support to the committee/custodians and to all those people wanting to hire the hall for special occasions, events and meetings.

### Policy Statements

The policy should be read which sets out the terms and conditions of the hiring of the Glorit War Memorial Hall once a booking is made and confirmed.

1. The Glorit War Memorial Hall can be hired from at least 7am to midday or midday to late evening 12.00 am. During the week or weekends unless the conditions of the hire period is limited or extended through an agreement with the custodian. This also includes preparation time required to have the facilities ready for the gathering function concerned.
2. Any persons wishing to hire the Glorit War Memorial Hall must make a booking request through the hall custodian/s who will confirm the booking with the current hall year calendar ensuring availability of the facility and to avoid double bookings for the hall being made.
3. Bookings should be made a minimum of seven working days prior to the day of when the hire is due to commence. This will allow the appropriate hire contract to be arranged for signing by the hirer. If a booking is made any earlier than 7 days, the discretion by the hall custodian will be made.
4. It is the responsibility of the hirer to ensure the hall is suitable for the purpose they require it for. Overcrowding or exceeding the hall limit being no more than (125) guests due to Health & Safety regulations.
5. When making a booking the hirer must disclose in the application form for what purpose they wish to hire the hall, how long they wish to hire the hall for, how many people will be attending, and any other details requested by the custodian on behalf of the Glorit War Memorial Hall Committee.
6. Hirers must agree to and sign a Venue Hire Agreement, which sets out the terms and conditions of the hall hire. The signed agreement must be returned, along with any payment due, to the Custodian on behalf of the Glorit War Memorial Hall Committee prior to the hire commencing. The person signing the hire agreement must be over the age of **18 years**.
7. Hire charges for the hire of Glorit War Memorial Hall are charged in accordance with those set out in the 'Fees and Charges' section set out below.
8. **There are three categories of hire charges:**
  - a) **Regular users** (Category 1) - hall users that have a regular (weekly, monthly or annual) booking for the Glorit War Memorial Hall and are of a community membership.
  - b) **Regular users** (Category 2) - hall users that have a regular (weekly, monthly or annual) booking for the Glorit War Memorial Hall and work or facilitate meetings and gatherings with youth and whanau for the purpose of this policy children under 14 year.
  - c) **Casual users** (Category 3) - one-off event; that **does not** occur on a regular (weekly, monthly or annual) basis and are not a community member.
9. The Custodian through Glorit War Memorial Hall Committee at his/her discretion, may request any potential hirer to submit an event management plan prior to confirming the hire booking.

# **Glorit War Memorial Hall Inc.**

## **Terms & Conditions for Hirer**

10. A refundable bond will be required for a hall booking. Bond payments must be deposited with the Glorit War Memorial Hall Committee Account prior to the hire commencing.
11. The Glorit War Memorial Hall Committee may, at its discretion and without reason, refuse an application for hire.
12. If the Glorit War Memorial Hall Committee requires the use of the hired venue for a specific purpose ie. Funeral/tangihanga or other important event the Glorit War Memorial Hall Committee is entitled to give notice in writing to cancel a hire booking at any time. The Glorit War Memorial Hall Committee will endeavor to identify other venue options in such instances.
13. As a minimum standard the Glorit War Memorial Hall will provide:
  - Chairs.
  - Tables includes bar leaner and chairs
  - Kitchen facilities appropriate to the size and use of the venue.
  - Toilet facilities, entrances and toilet facilities are accessible to all hall users.
  - Fire equipment
  - Lighting
  - Fridge
  - Cups, Cutlery, Dinnerware
  - Urns
  - Rubbish Bins (inside and out)
14. The Glorit War Memorial Hall will respond to planned maintenance work when deemed appropriate and urgent repairs required to be done ASAP.
15. The Glorit War Memorial Hall will be inspected annually for maintenance and its present condition.
16. Glorit War Memorial Hall custodians and users will be consulted annually to ascertain their needs and satisfaction of the Glorit Hall facilities.
17. A registration of all meetings and events held over the year shall be part of the annual general meeting reports which will assist with data information when applying for development funding for any hall upgrades etc.

### **Review of Policy**

A review of this policy will be undertaken three years after its formal adoption or earlier when required.

*Reviewed three yearly (next review March 2023).*