

Greenhithe Community Hall Hire Contract

7 Greenhithe Road, Greenhithe.

Issue: 31 August 2010

Contact: Gabriel Heath P: 09 413 6255 or M: 021 212 5456

Details:

Emergency Contact: Dial 111

Hire Date: _____

Function Time

Start: _____ Finish: _____

Hirer's Contact Details:

Name: _____

Address: _____

Phone: (H): _____ (M): _____

Hire Fee: _____ Date Paid: _____ Cheque/Cash

Bond Amount: _____ Cheque Number: _____

The above hirer agrees to hire the hall on the date and time shown, subject to the following conditions;

Conditions of hire for the Greenhithe Hall:

1. Hirer shall have access to the hall from _____ (time & day) on day of hire.
2. Hall must be completely vacated by _____ (time & day) on day of hire/following day of hire.
3. Hirer is totally responsible for returning hall facilities and exterior to the state they were in (if not better), prior to hiring. ALL RUBBISH MUST BE REMOVED FROM THE SITE.
4. Any damage or loss to the hall of furniture or fittings incurred during the hire period or costs of cleaning shall be reimbursed to the Hall Committee before return of the bond, or otherwise will be deducted from the bond.
5. All functions MUST finished & hall vacated by 1am the day following the hire date, unless agreed otherwise at time of booking.
6. The bond shall only be returned to the hirer if all conditions are fulfilled.
7. In the event that the hirer wishes to serve, sell to allow attendees to bring their own alcoholic liquor to be consumed during the hire period, it is the HIRER'S SOLE RESPONSIBILITY to obtain the necessary licenses.
8. The hirer must make their own provisions for any event where first aid is required.
9. Use of any flammable or other dangerous materials for decoration, etc, in the hall must have written approval of the Hall Committee.
10. After the function, it is the hirer's responsibility to ensure that all power appliances, lights and taps are turned off and all windows and doors are securely closed and locked. The key must be returned to the Hall Committee contact within 24hours of conclusion of the function unless otherwise arranged.
11. Special conditions (if any): _____

Signed: _____ (Hirer) Date: _____
_____ (for Hall Committee)