

Application to hire the Balclutha Memorial Hall



**Note: Bookings are not confirmed until this application form is completed and returned to:
Balclutha i-SITE Visitors Centre, 4 Clyde Street, Balclutha.**

Name of Applicant / Organisation	
Contact Person:	<input type="text"/>
Residential Address	<input type="text"/>
House / Flat no:	<input type="text"/> Street / Road: <input type="text"/>
City / Town:	<input type="text"/>
Phone:	<input type="text"/> Cellphone: <input type="text"/>
Name of organisation and address <u>for account</u> (if different from above):	
<input type="text"/>	
<input type="text"/>	
Dates & times hall required:	<input type="text"/>
Length of time hall required:	<input type="text"/>
For the purpose of:	<input type="text"/>
Seating required:	<input type="text"/>
I / We will require use of the following:	
Main Hall	<input type="checkbox"/> Stage <input type="checkbox"/> Tables and chairs <input type="checkbox"/>
Supper Room	<input type="checkbox"/> Kitchen <input type="checkbox"/> Crockery <input type="checkbox"/>
Tables	<input type="checkbox"/> Somerville Lounge <input type="checkbox"/>
Special requirements:	<input type="text"/>
<input type="text"/>	
Hall hire: \$	<input type="text"/> Bond: \$ <input type="text"/>
Hire charge and bond, if applicable, are payable prior to the uplifting of keys. Occupancy numbers for the Balclutha Memorial Town Hall as listed below should not be exceeded:	
Main Hall (not including upstairs / gallery)	
Dance:	Area without seating or aisles = 432 people
Meetings:	*Space with loose seating = 560 people
	*Aisles both sides, middle and rear must be allowed for i.e. min. of 1m both sides, 1.5m in middle and 2m at rear or seating.
Cabaret:	Space with loose seating and tables = 388 people
Fairs/Exhibitions:	= 302 people
Hall set up done only if setout form is completed and confirmed 10 working days before the event	
Upstairs/Gallery:	This area is fixed seating and therefore the maximum occupancy on that level is 150 people
I / We have read and agree to abide by the conditions of hire (as per attached schedule).	
Applicant:	<input type="text"/> Date: <input type="text"/>
For and on behalf of CDC:	<input type="text"/> Date: <input type="text"/>

Balclutha i-SITE/Visitors Centre, 4 Clyde Street, Balclutha 9230
P: 03 4180388; F: 03 418 1877; E: clutha.vin@cluthadc.govt.nz
www.cluthadc.govt.nz

CONDITIONS OF HIRE

The Clutha District Council hereby agrees to hire the premises and contents therein subject to the following conditions:

1. USE OF PREMISES

- 1.1 The hirer shall not be permitted to sublet the premises without prior permission of the Council.
- 1.2 The Council reserves the right of free access to the premises during the period of hiring by officers of the Council for the purpose of inspection only.
- 1.3 Where decorations are to be used prior approval of the Council must be obtained.
- 1.4 The premises must be vacated and all conditions of hire satisfied by 10.00 a.m. on the day following hire of the premises.
- 1.5 All keys must be returned within 24 hours of the premises hire.
- 1.6 At no time shall the hirer permit the escape of noise of any kind from the premises which in the opinion of Council's Noise Control Officer is unreasonable or a nuisance in terms of the Resource Management Act 1991.
- 1.7 A liquor special licence must be obtained from the Clutha District Council Regulatory Services Department, if liquor is to be sold or supplied including dry till, ticket sales or liquor being supplied free to ticket holders.
- 1.8 Preparation and/or service of food on the premises may require licensing and approval by Council. Contact Council's Environmental Health Officer.
- 1.9 Depending on the season the heating system may or may not be operating. As a rule the heating is turned off between Labour weekend and Easter
- 1.10 **NO SMOKING ALLOWED**

2. CLEANING OF PREMISES

- 2.1.1 The hirer shall be responsible for cleaning the premises after use. In the event of the hirer failing to leave the premises in a **tidy and clean condition**, the Council may arrange for the restoration of the premises to its former condition by commercial cleaners. The cost of such work shall be charged to the hirer.
- 2.2 **All hirers shall carry out the following cleaning duties following use of the premises:**
 - ⇒ **Thoroughly sweep and wash all floors.**
 - ⇒ **Clean kitchen benches, appliances and equipment.**
 - ⇒ **Remove all rubbish from the premises**
 - ⇒ **Wash down all trestles and neatly restack all chairs in their original location.**

3. LOSS OR DAMAGE TO PREMISES

- 3.1 Any damage caused to the hall or loss of contents must be reported immediately.
- 3.2 The Council reserves the right to retain the whole or any portion of the bond monies paid in the event of any breakages, loss or damage incurred, resulting from the use of the premises by the hirer.
- 3.3 The Council further reserves the right to take any action necessary to recover or make good at the hirers expense, any loss or damage incurred from the negligent use of the premises or contents.
- 3.4 The Council has in place insurance protection in respect of the premises. However if the hirer is found to be legally liable for the loss or damage to the premises or its contents, the insurance company may seek to recover the cost of the claim from the hirer.

4. FIRE EVACUATION SCHEME

In order to comply with the requirements of Section 21A of the Fire Service Act 1975 and the Fire Safety and Evacuation of Building Regulations 1991, every group booking the hall must appoint a person who will be responsible for accounting for all occupants should evacuation become necessary.

I agree to appoint a person who will be responsible for making sure that all occupants are accounted for in the event of evacuation.

5. FIRE SAFETY REQUIREMENTS

It is important that in using these facilities you do not carry out alterations or decorate the building in such a way or with materials which might increase the risk of spread of fire or impede evacuation of the building in the event of fire. Before carrying out any work of this nature, please ensure you consult a Fire Safety Officer from the Dunedin office of the Fire Service (Ph. 03 474 0709), or a Council Building Officer (Ph. 03 419 0200).

- 6. All hirers must ensure that the performance, playing or showing of any copyrighted work complies with the Copyright Act 2004.

Signed:

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BALCLUTHA MEMORIAL HALL SOUND SYSTEM



Date Required:	<input type="text"/>
Hirer:	<input type="text"/>
Contact Phone no:	Street / Road:
Date and time for Sound System Familiarisation: <i>(Please arrange suitable time during office hours Monday - Friday with Info Centre Staff)</i>	
Confirmed date & time	<input type="text"/>

- Sound System Key
- Speakers set up for Main Stage **OR** Side Stage on North Wall
- Cordless Microphone (*White*)
- Cordless Microphone (*Pink*)
- Corded Microphone and cable
- Lapel Microphone (*Green*)
- Lapel Microphone (*Orange*)
- CD Remote
- Microphone Stand (1)
- Microphone Stand (2)
- Fold Back Speaker
- \$50 Bond Returned

Return Time: Please return key and equipment on the following MONDAY 8.30AM unless otherwise advised.

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ADVERTISING ON EVENTS BILL BOARD OUTSIDE THE BALCLUTHA MEMORIAL HALL

A new Events Bill Board has been placed on the grounds outside the Balclutha Memorial Hall in which hirers of the hall can advertise their coming events.

- ⇒ The size of the Events Bill Board is 1200 mm x 2400 mm.
- ⇒ Council reserves the right to reject any unsuitable sign.
- ⇒ This is to be booked through the Balclutha Information Centre.
- ⇒ To be used only for events to be held in the Balclutha Memorial Town Hall.

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