

STRATFORD DISTRICT COUNCIL

CENTENNIAL REST ROOMS, FENTON STREET, STRATFORD

TERMS AND CONDITIONS OF HIRE

HIRER (Group/Name): _____

ADDRESS: _____

TELEPHONE: _____

PORTION OF BUILDING TO BE HIRED: _____

DATE AND HOURS OF HIRING: _____

PURPOSE FOR WHICH HIRED: _____

PERIOD OF AGREEMENT: _____

(State here when Rooms to be used weekly or at regular intervals)

AMOUNT OF HIRE PAYMENT: _____

PLUS \$20.00 KEY DEPOSIT PAYABLE ON COLLECTION OF KEY FROM THE COUNCIL OFFICE IN MIRANDA STREET AND REFUNDABLE ON RETURN OF KEY.

Council prefers payment prior to your hireage. As the key deposit is refundable it would be appreciated if, when paying by cheque, the \$20.00 key deposit be paid separately (either by cheque or cash).

Important: Unless this form is signed by the Hirer and returned to the Council Office before the date of hire the Rooms will not be available for use.

I/We accept the use of the Centennial Rest Rooms and agree to comply with the terms and conditions of hire as set out on the attached page and agree that if for any reason there is damage to the facility or additional cost incurred by the Council in cleaning the area after use, I/We will pay all costs to complete the necessary work.

HIRER: _____

DATE: _____

CONDITIONS OF HIRE - CENTENNIAL REST ROOMS

The following conditions must be adhered to when hiring the Centennial Rest Rooms.

1. **CHARGES**

To pay the hire payment or payments fixed by the Council. Hire charges are reviewed annually with effect from 1 July and Hirers are required to pay any additional charges resulting from the review.

2. **ALCOHOL**

Alcohol to be supplied in accordance with the Sale of Liquor Act 1989. If alcohol is to be sold or supplied pursuant to Section 73 of the above Act a Special Licence is required. Application forms for the licence required under the Act are available from Council's Service Centre.

Alcohol to be provided in single use throw away containers

Glasses are not to be used as they cannot be sanitised.

Food must be provided at all functions where alcohol is to be served.

3. **DECORATIONS**

Not to affix any decorations to any part of the building.

4. **CONTROL AND SUPERVISION**

To exercise proper control and supervision of all persons coming into or being about the premises and surroundings and to take all steps necessary to prevent damage to the building, fittings, surrounds and chattels owned by the Council and used in connection therewith and to be responsible to the Council for any damage to the said buildings, fittings, surroundings or chattels.

5. **OVERNIGHT USE**

The hirer shall not permit any person or persons to remain on the premises overnight, except where the security of valuables contained within the building as part of a hire is required, when up to five persons shall be allowed to be present provided Council is notified prior to the event.

6. **DAMAGE**

To indemnify the Council against all claims for damage or loss of private property arising out of the hiring and occupation of the Rooms and surroundings.

7. **COUNCIL LIABILITY**

The Council is under no liability whatsoever for the loss or damage sustained to any property or equipment whether owned by the Hirer or not which may be permitted by the Council to be housed or stored in the Rooms.

8. **CANCELLATION OF HIRING**

In the event of the Council at any time requiring the use of the hired premises for civic or other purposes, the Council shall be entitled by notice in writing to terminate the hiring and the Hirer shall have no claim against the Council for any loss suffered by the Hirer arising out of such termination of the hiring by the Council **PROVIDED ALWAYS** that the Council gives reasonable notice in every such case.

9. **BREACH OF AGREEMENT**

In the event of the Hirer committing a breach of any of the foregoing provisions the Council shall have the right forthwith to terminate this agreement by notice in writing.

10. **FIRE EXITS**

Under no circumstance must any fire exits in the Rooms be in any way obstructed. Such exits must be kept clear at all times.

11. **CLEANING OF PREMISES**

It is the hirer's sole responsibility to leave the facilities in a clean and tidy condition after each hire. At the conclusion of the hire all rubbish is to be placed in the rubbish bin provided. All surfaces, including floors, are to be left in a clean and tidy condition.

Tables are to be put away under the stage.

Chairs are to be placed individually around the perimeter of the room.

In the event of any partial or total breach of these requirements, Council will arrange for the necessary work to be completed for which the hirer will be responsible for the cost plus 10%.

The Council's Operations Manager or his nominated representative shall be the sole arbiter on whether any additional work is required following each hire of the facilities.

12. **SECURITY**

The hirer must ensure that all doors are left locked. This not only includes all outside doors but also bolting the two internal partition doors separating (1) the lounge and (2) the kitchen from the public convenience section of the premises.

The hirer will be responsible for any damage incurred to the facility as a result of unsecured doors.

13. **SMOKING**

Smoking is not permitted anywhere in the building.

14. **ACCESSORIES**

The following equipment is available for use:

Heating	No charge – follow instructions on heaters
Piano	This unit is owned by the Stratford Women’s Club and that Club’s prior approval for use must be obtained.
Chairs	Approximately 100
Tables	Approximately 10
Extras	The acquisition of extra tables and chairs is to be the Hirer’s own responsibility with the Council not being involved in any way.
Crockery, etc.	A very limited supply of kitchen utensils and crockery is available, but the Hirer must pay for any breakages.

