

**STRATFORD DISTRICT COUNCIL**

**WAR MEMORIAL CENTRE, MIRANDA STREET, STRATFORD**

**TERMS OF HIRE**

HIRER (Group/Name): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

AREA TO BE USED: \_\_\_\_\_

PURPOSE FOR WHICH HIRED: \_\_\_\_\_

DATE AND HOURS OF HIRING: \_\_\_\_\_

PERIOD OF AGREEMENT: \_\_\_\_\_

(Complete if facility is to be used weekly or at regular intervals)

CHARGE FOR HIRE: \_\_\_\_\_

- **\$20.00 key deposit payable on collection of key.**
- **\$300.00 cleaning bond for weddings, dinners, cabarets, etc.**
- **Payment for one off hire must be made at least seven days prior to use. Failure to comply will result in cancellation of the hire. Regular users by arrangement.**
- **IMPORTANT: Unless this form is signed by the hirer and appropriate charges paid before the date of hire of the facility, it will not be available for use.**

I/We accept and agree to comply with the terms and conditions of hire as set out on the attached War Memorial Centre Conditions of Hire and agree that if for any reason there is damage to the facility or additional costs incurred by the Council in cleaning the area after use, I/We will pay all costs to repair any damage that can be attributed to my/our usage and any additional cleaning cost required to bring the facility up to the pre-hireage standard.

HIRER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PHONE NUMBER: \_\_\_\_\_

**STRATFORD DISTRICT COUNCIL**  
**WAR MEMORIAL CENTRE**  
**CONDITIONS OF HIRE**

**The full conditions of hire are detailed on the following pages, but please note these points:**

- Preparation/set up and clean up are the hirer's responsibility. A charge will also be imposed if the facility is not left in a clean and tidy condition.
- Hirers must ensure they book the facility for the total time they require it, including time for setting up and cleaning up. Other hirers may require the facility immediately before or after your hire.
- Hirers who occupy the facility for longer than their hire period will be charged for the total time of their occupancy.
- Hirers are responsible for supervising all people attending their event/function, and for any damage that may occur.
- Hirers must ensure that all exterior doors are locked and all lights are turned off before they leave. Hirers will be responsible for any damage that may occur if doors are left unlocked.
- Smoking and the use of candles, barbecues or naked flames are not permitted in the building. Such uses may activate the fire alarm.

The following conditions of hire are to be adhered to by users of all facilities at the War Memorial Centre.

1. **CHARGES**

To pay the charges as set out on the Terms of Hire. The charges are reviewed annually with effect from **1 July** and hirers are to pay any additional charges resulting from that review.

2. **PREPARATION**

Preparation of facilities including the setting out of tables and/or chairs is the sole responsibility of the hirer.

3. **FIRE SAFETY**

All hirers should appoint a building warden whose key responsibilities are to ensure that fire exits are kept clear of obstructions at all times and should the alarm sound, ensure that all people are evacuated from the Centre.

Unless Council is otherwise notified, the person who signs the Terms of Hire will be the hirer's nominated building warden.

4. **FIRE ALARM SYSTEM**

**Please ensure that the door from the kitchen to the adjacent passage is kept closed, as escaping steam can set off the smoke detector in the passage.**

Please ensure that barbecues or any other outside cooking is carried out in a place that will not allow smoke to enter the building and set off the alarm.

In the event of a false alarm, whether it is due to a smoke detector being activated or a misuse of the fire alarm, the hirer will be required to pay the full costs of the Fire Brigade call-out and the resetting of the alarm system.

5. **CONTROL AND SUPERVISION**

Proper control and supervision must be exercised on all persons coming into or being about the premises and surroundings, including those who arrive early for an event or function. Such control and supervision must be adequate to prevent damage to the building, fittings, surroundings and all chattels owned by the Council. The hirer shall be responsible to meet the cost of repair or replacement of any damage to the building, fittings, surroundings and chattels that occur during their time of hireage.

6. **CLEANING AND SECURITY OF FACILITIES**

It is the hirer's sole responsibility to leave the facilities in a clean and tidy condition after each hireage. At the conclusion of the hireage function all rubbish is to be placed in the wheelaway bins provided. These bins will be put out for collection by Council's contractor. All surfaces, including floors, are to be left in a clean and tidy condition. Brooms, mops, buckets and a vacuum cleaner are located in the cupboard adjacent to the women's toilet.

Tables and chairs are to be stacked neatly in the area they were obtained from.

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 hireage of the facilities.

The hirer must ensure that all external doors are left locked. The hirer will be responsible for any damage incurred to the facility as a result of unsecured doors.

**PLEASE NOTE:** It is the hirer's responsibility to ensure that, upon leaving the building, both sets of automatic doors are turned off and locked if basketball is being played in the stadium (basketballers use the sports entrance door).

The automatic doors **MUST** be turned off before they can be manually pulled shut and locked.

Details of how to turn the doors on and off are on the individual information sheets for each facility

7. **DAMAGE AND LIABILITY**

The hirer indemnifies the Council against all claims for damage or loss of private property arising out of the hiring and occupation of the facility and surroundings.

The Council does not accept any liability whatsoever for 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 facilities.

8. **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.

9. **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 or, if glasses are to be used, all glassware to be sanitised and cleaned in the commercial dishwasher supplied in the Function Facility. Glasses are not to be washed by hand.

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

10. **SALE OF FOOD**

Food which is not prepared in the Function Facility kitchen must be obtained from a registered food premise.

11. **FLOOR POWDER**

The use of any kind of floor powder is not permitted.

12. **DECORATIONS**

Decorations or notices are not to be affixed to the walls of any of the facilities with adhesive tapes, blue tack, glue, drawings pins or nails. There are notice boards in the Function Facility, and a wire attached to the brown beading in the Stadium for hanging decorations.

13. **LENGTH OF HIRE**

Hirers must ensure they hire the facility for the full time they are likely to require it, not just for the expected duration of the event/function. This includes all preparation/set up and clean up time.

Once a booking has been made, hirers are expected to consider other hirers by adhering to the specified beginning and ending times. This is because other hirers may have made a booking to use the same part of the facility either immediately before or afterwards.

Hirers who occupy the facility outside the hours specified in their booking will be charged for the full period of time they occupy it, even if there is no booking immediately before or afterwards.

14. **CANCELLATION OF HIRING**

In the event of the hirer cancelling a booking, **48 hours** written notice is required. If a minimum of 48 hours notice is not given then the hireage charged for the area booked shall be retained by Council.

15. **PENCIL BOOKINGS**

If the hire of any of the facilities is dependent on weather conditions on the day of an event or similar uncertainties then a “pencil booking” may be made. If, under these circumstances, the “pencil booking” is not needed there will be no charge.

However, if there is a “pencil booking” made and another party comes in at a later date to enquire about a booking on that day the “pencil booking” party will have to confirm at that time whether or not they want to make the “pencil booking” a regular booking. If it is made a regular booking, standard conditions shall apply. If the “pencil booking” is not confirmed as a regular booking the facility will be made available to other parties.

16. **CANCELLATION OF HIREAGE - FACILITIES REQUIRED BY COUNCIL**

In the event of the Council or other major users requiring the use of the hired facilities for civic or other purposes, the Council shall be entitled by giving at least three months notice in writing to terminate the hiring.

This right may be exercised when any of the facilities are required for an event which the Council considers is a major community occasion and the hiring to be cancelled is of a minor nature.

The hirer shall have no claim against the Council for any loss suffered by the hirer arising out of such termination provided always that the Council gives reasonable notice in every such case.

17. **BREACH OF AGREEMENT**

That in the event of the hirer committing a breach of any of the foregoing provisions, the Council shall have the right forthwith to terminate the agreement by notice in writing.

18. **CENTRE CAPACITY**

The complex is limited to a maximum of 1,000 persons for any function. The Function Facility can accommodate up to 120 people and the TSB Chamber, 50 people.

19. **SMOKING**

**Smoking is not permitted anywhere in the building.**

If smoking does occur there is a strong possibility that a smoke detector will set off the alarm. This will result in the building having to be evacuated, the Fire Brigade automatically being called and the alarm system having to be reset.

In the event of such a false alarm, the hirer will be required to pay the full costs of the Fire Brigade call out and the resetting of the alarm system.

20. **GENERAL INFORMATION**

- **Lighting**

The main lighting controls for the stadium and entranceways are in the office on the left of the main entrance.

- **Heating**

Heat controls for the Stadium and Function Facility are also located in this office. The TSB Chambers heating control is located within the TSB Chambers itself. There is no charge is any heating.

- **Chairs**

**Stadium** - Approximately 400 ply chairs and seating in the gallery for 270.

**Function Facility** - 120 padded chairs\*.

**TSB Chambers** - 50 padded chairs\*.

\* Depending on other usage, this number can be supplemented by ply chairs from the stadium, by prior arrangement.

- **Tables**

**Stadium** - 30 folding tables.

**Function Facility** - 30 folding tables\*.

**TSB Chambers** - 8 folding tables\*.

\* Depending on other usage, this number can be supplemented by tables from the stadium.

The supply of extra tables and chairs is the responsibility of the hirer.

**Council policy is that none of the equipment/furnishings are to be removed from the Centre at any time.**

- **Pay Phone**

A pay phone is available and situated in the foyer.

- **Piano, Overhead Projector, Whiteboard, Collapsible Screen**

A piano, overhead projector, whiteboards and a collapsible screen are available for hire at a nominal charge by contacting the Service Centre.

- **Sound System**

Hirer to make own arrangements.

- **Crockery, cutlery etc**

Function Facility - Hirer to make own arrangements for all crockery, cutlery, cooking utensils, tea towels, detergent, etc.

TSB Chambers - 50 cups/mugs plus a teapot, tea towels etc available to the hirer.

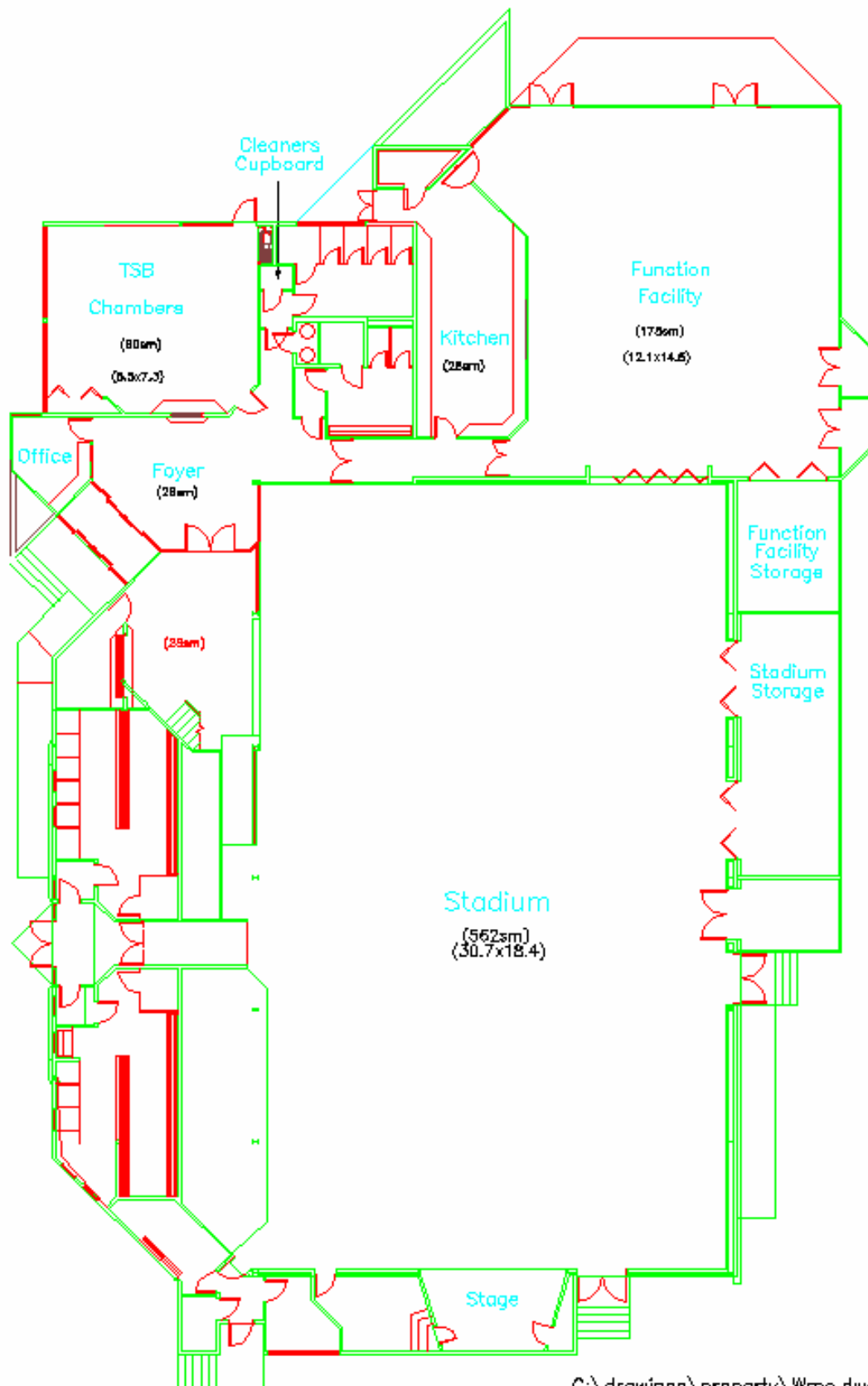
- **Decorations**

There is a hook in the centre of the ceiling of the main stadium from which flower arrangements can be suspended. Maximum weight to be supported is 10 kg.

**NB** The winch handle to raise/lower this hook to/from the ceiling is stored at the Service Centre.

**Please ensure prior arrangements are made for this equipment.**

# WAR MEMORIAL CENTRE



## WAR MEMORIAL CENTRE

### HIRING THE FUNCTION ROOM AND/OR STADIUM

#### Opening the Automatic Doors

Unlock the door and manually slide the door open. If you wish to have the doors opening and shutting automatically, please follow these instructions:

1. On the inside of the door there is a red arrow pointing to the door control and a sign which indicates the automatic door control.
2. Turn the ON/OFF switch to ON and the door will very slowly close. Once this has happened the doors will automatically open and close at a normal speed.

Repeat this procedure for both doors.

#### Closing the Automatic Doors

Once again using the automatic door control turn the ON/OFF switch to OFF and the doors will stop. Then from the outside slide the doors together and lock with the key.

Repeat this procedure for both doors.

***DO NOT SLAM OR CLOSE THE DOORS WITH THE LATCH TONGUE EXPOSED***

#### Heating – Function Facility

1. The heating control is located in the office just to the left of the main doors. When you enter this room the heating controls are on the wall facing you (refer photo below).



Heating control for  
**Function Facility**

(see close up view)



Push this button

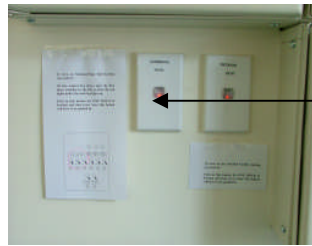
Push this button and the small orange light will change colour. The heater remains on for one hour only so the button must be pushed hourly. The thermostat for the heating system is located in the Function Facility to the right of the concertina doors.

## Heating – Stadium

1. The heating control is located in the office just to the left of the main doors. When you enter this room the heating controls are on the wall facing you (refer photo below).

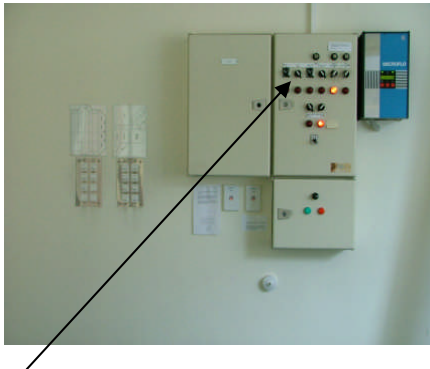


Heating control for  
**Stadium**  
(see close up view)



Push this button

Push this button and the small orange light will change colour. The heaters remain on for one hour only so the button must be pushed hourly.



2. Turn the Fan 1 and Fan 2 switches to the left (a red light will come on under each switch as you turn them on) as the Stadium heating will not work without the fans. The fans will start before the heater comes on – this may take a minute or so.

At the end of your hire please turn these switches to the right so that the red lights go off. This will turn all Stadium heating OFF.

**PLEASE DO NOT TOUCH THE BLUE FAN CONTROL BOXES**

## Cleaning

The cleaner cupboard is located inside the first door of the Women's toilets. Inside is provided a vacuum cleaner, buckets, mops, brooms, a shovel and brush set, some Handy Andy, disinfectant and vacuum cleaner bags.

**WAR MEMORIAL CENTRE**  
**HIRING THE TSB CHAMBERS**

1. This room has 50 chairs and eight tables available (the tables are stored in the cupboard).
2. There is a small kitchen equipped with 25 coffee cups, 25 cups and saucers, 50 teaspoons, one teapot, two milk jugs and one sugar bowl.

Tea towels are also available.

Also in the cupboard under the hatch to the foyer there are 25 glasses and six carafes.

3. The heating charge is included in the room hireage. Open the heater panel and turn the thermostat dial which is on zero to the desired temperature (three or four is a comfortable heat). When you want to turn the heat down just turn the dial backwards to zero.

**When you leave please make sure the thermostat is on zero.**

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Repeat this procedure to both doors.

Closing the Automatic Doors

Once again using the automatic door control turn the ON/OFF switch to OFF and the doors will stop. Then from the outside slide the doors together and lock.

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