

ST JOSEPH'S/TE RAU ORIWA COMPLEX

CONDITIONS OF HIRE -

1. THE COMPLEX COMPRISES:-

- A. Upper Floor: St Joseph's Hall & kitchen. Maximum - 150 persons.(100 seated)
- B. Downstairs: Te Rau Oriwa Marae & Wharepuni. Maximum sleeping – 60 persons.
- C. St Mary's Community Room: Available for small group meetings – seats 20 persons. Any combination of the facilities may be booked. If users of the Marae require the upstairs hall & kitchen the whole complex is for their sole use.

The person in whose name the booking is made shall be responsible for the correct observance of all these conditions and shall hereafter be referred as the "the hirer".

2. APPLICATIONS

- a. We will not accept any applications for 18th or 21st birthdays.
- b. Applications for bookings must be made with the Parish Office, which is open 8.30am to 3.00pm Monday to Friday, telephone 06 345 3872 or leave a message on the answerphone outside of these hours.
Confirmation of bookings is dependent upon the signing of the appropriate form, which specifies the exact use, and the payment of the Bond.
- c. Applications for long term hire must be in writing, addressed to the Te Rau Oriwa Trust, and must outline the nature of the intended use.
- d. Applications may be granted for various periods, but in every case will expire in December. Applications for renewal should be lodged in December for the following year. Conditions of hire shall be reviewed at this time.
- e. Fees for long-term hirers may be open to negotiation at the discretion of the Te Rau Oriwa Trust.

3. KEYS

- a. The hirer shall be responsible for uplifting the keys from the Parish Office during normal office hours on the day for which the booking has been made, or from the Caretaker by arrangement if the office is not open that day. At the same time all charges must be paid.
- b. The issue of keys is strictly limited. The hirer undertakes not to have any copies cut or to make a key available for any purpose other than the approved use. Hirers are strongly urged to lock the complex, if, at any time, it is left unattended.
- c. Any hirer who loses a key may be responsible for replacement of locks and redistribution of keys to regular users.

4. DAMAGES

- a. The hirer shall be liable for any damage or loss caused by any person who is part of the group hiring the Complex, or attending the function, or who may be in the complex during the time of the hire.
- b. Adequate security measures must be taken by the hirer to prevent theft, vandalism or damage to the Complex or its fittings or contents.
- c. In the event of major damage occurring which affects the security of the Complex a report must be made immediately to one of the security numbers listed on the Noticeboard at each level.
- d. Minor damage must be reported to the Caretaker or Parish Office when the keys are returned.

NOTE: The Te Rau Oriwa Trust accepts no liability for any damage to, or loss of, property placed in the Complex by the hirer or by any person attending a function during the period of hire.

5. GENERAL CONDITIONS

- a. The hirer must at all times respect the nature of the Complex.
- b. The top asphalt car park is not to be used for parking on Sunday mornings or whenever the Parish requires it.
- c. The hirer is to vacate the complex by **9.00am the next day** or by prior arrangement, if this is the last day of hire.
- d. **Alcohol- Beer and Wine are permitted but it must be in bottles or cans. No kegs, spirits or pre-mixers are permitted.**
- e. **The premises are smoke free.** All smokers must leave the property if they wish to smoke. (Not just outside the building, but off the property)
- f. Sub-letting of the facilities is strictly prohibited.
- g. There is a no phone available so please ensure that you have a cell phone in case of an Emergency.
- h. No posters, decorations, or other material may be fastened to any structures of the building. All such material intended for display will be mounted on facilities provided by the hirer.
- i. Any intention to use equipment likely to use an extraordinary amount of electricity is to be reported at the time of booking. Hire charges may be adjusted to cover anticipated electricity consumption.
- j. The hirer shall be responsible for any costs incurred in repairing damage to the electricity supply caused by overloading of the circuits.
- k. As the Fire Alarm system is linked to the Fire Service a call out fee of up to \$1,000.00 will be payable for any false alarms received. The hirer shall be responsible for any such fees incurred as the result of any actions or omissions by the hirer or their guests.

- l. No linen is supplied in the kitchen e.g. Tea towels etc. Toilet paper and rubbish bags are also no supplied for hirage Please supply your own.

6. ON COMPLETION OF FUNCTIONS

- a. All furniture is to be returned to the position in which it was found.
- b. The complex is to be properly cleaned according to the cleaning schedule and all rubbish is to be removed from the Complex. If alcohol is consumed floors must be cleaned thoroughly, so that when dry they are not sticky. If we have to get in a commercial floor cleaning machine due to alcohol residue on floor, this cost of \$100 will be covered by the applicant.
- c. All windows & doors to be securely fastened.
- d. All lights & heaters must be turned off.
- e. Keys are to be returned to the Caretaker or the Parish Office immediately after the hire.

f. ALL RUBBISH MUST BE TAKEN WITH YOU ON DEPARTURE

HIRE CHARGES

Whole Complex

Overnight	\$300.00	(16-30 people) 5pm - 9am next day
Overnight	\$350.00	(over 30 people) 5pm - 9am next day
Whole Day	\$250.00	9am – 4pm
Hourly	\$ 50.00	
Crockery if used	\$ 75.00	
Linen if used	\$ 85.00	(16-30 people)
	\$170.00	(+ 30 people)

Te Rau Oriwa Only

Overnight	\$250.00	(16-30 people) 5pm – 9am next day
Overnight	\$300.00	(over 30 people) 5pm – 9am next day
Whole Day	\$200.00	9am – 4pm
Hourly	\$ 30.00	
Linen if used	\$ 75.00	(16-30 people)
	\$150.00	(+ 30 people)

St Joseph's Hall & Kitchen

Whole Day	\$200.00	9am – 5pm
Evening Functions	\$200.00	
Hourly	\$ 40.00	
Crockery if used	\$ 75.00	
Refundable Bond	\$200.00 (no alcohol)	
Refundable Bond	\$400.00 (with alcohol)	