



Kumeu Rugby Football & Sports Club Inc.

2 Alexandra Street, Riverhead. PO Box 79, Kumeu. Auckland 1250

Ph: 09 412 8278

Email: rugby@kumeurugby.co.nz

HALL HIRE APPLICATION FORM

ORGANISER

Name of Organiser: _____
Team or Club Contact: _____
Postal Address: _____
Phone: _____ Mobile: _____
Email: _____

EVENT INFORMATION

Name of Event: _____
Day & Date of Event: _____
Event Start Time: _____ Event Finish Time: _____ (1am latest)
Anticipated Number: _____ (max 150 people)

FACILITY REQUIREMENTS

CHECK IF REQUIRED

Bar	<input type="checkbox"/>	Special Requests: _____
Caterer	<input type="checkbox"/>	Special Requests: _____
Kitchen (for own use)	<input type="checkbox"/>	Details: _____
Sound Equipment	<input type="checkbox"/>	Details: _____
Visual Equipment	<input type="checkbox"/>	Details: _____

I agree to abide by all the terms and conditions as laid down by the Kumeu Rugby Football and Sports Club, Inc.

Signed: _____ Date: _____

TERMS AND CONDITIONS

FEES

Club Member	\$150	Bond	\$100
Non-Club Member	\$300	Bond	\$100

BOND

A refundable bond will be required for all bookings. Bond payments are to be deposited to the Kumeu Rugby Football and Sports Club Inc bank account. Deductions from the bond will occur if:

- Venue equipment or fittings are damaged
- Extra cleaning is required

If any other breach of these conditions has occurred, resulting in call-out charges or other costs to the Kumeu Rugby Club.

Otherwise the bond will be returned in full within 15 days of the event. If additional charges are incurred, the bond return may be delayed.

BREACH OF CONDITIONS

Any breach of these conditions may result in

- Forfeit of all or part of bond
- Closure of the function
- Refusal to accept future bookings
- Extra charges being incurred

HIRE CONTRACT

The hirer's contract must be signed by a person 18 years of age or over and returned to the booking representative at least 10 days prior to the function.

Any booking is provisional until the Kumeu Rugby Club has received a copy of the contract and the required deposit.

CANCELLATION

The Club Committee reserves the right to charge a cancellation fee of:

- * 100 percent if cancelled within 24 hours of the function start time
- * 50 percent if cancelled within 5 days of the function date
- * 25 percent of the total hire charges if the hirer cancels within 5 to 10 working days of the function date.

ACCESS

Access to the hall will be as arranged with the booking representative. In most cases the bar manager will be responsible for unlocking and locking the premises.

CLEANING

All hirers are asked to leave the hall in the condition they found it – bond may be kept back for this purpose or for damages.

Cleaning of the venue must be completed by the date/time requested by the booking representative.

- tables must be wiped clean and returned to their original location
- chairs stacked on tables
- carpeted floors are to be vacuumed, equipment provided
- wooden and tiled floors are to be swept and wet mopped, equipment provided
- toilets, urinals and hand basins cleaned
- all rubbish removed and placed in skip bin by carpark

Alternatively, hirers can elect to pay a standard cleaning fee of \$75.

SECURITY

Renters are required to provide a uniformed security guard from a registered security company for all functions where there is entertainment and/or alcohol being served, or at the discretion of the Club Committee. Our preferred supplier is Arrow Security.

NUMBERS

A maximum of 150 people are allowed at any function/event.

EMERGENCY PROCEDURES

Every hirer is required to be familiar with the procedure of evacuation of this facility in case of fire, and for following instructions of the appointed fire warden. The fire warden must ensure that all means of exit are checked twice during the hire period – once on entering and once during the course of the function. In case of fire, evacuate the facilities immediately and notify the fire brigade by calling 111.

In case of fire or any other such emergency, please follow the evacuation guidelines posted on the hall wall (noticeboard).

LIQUOR

If the bar is required to be open, The Kumeu Rugby Club will provide appropriate staffing. Note, food must be available if the bar is open.

You are not permitted to bring your own alcohol to any function, unless agreed to in writing by the Kumeu Rugby Club booking representative.

RETAINED CATERERS

The hirer will be required to use the club's caterers, unless the club's caterers are unavailable for the date of the function. In certain circumstances the club will allow hirer's to use the kitchen for their own food preparation/serving.

NOISE

Noise from amplifiers and loudspeakers must be kept to a moderate level at all times. Failure to comply with this condition may result in early closure of your function and/or a significant fine. Activities involving loud amplified music must cease at midnight.

FINISH TIME

All functions must be finished by 1.00 am latest.

GENERAL CONDITIONS

Smoking is not permitted inside the building.

No decorations may be attached to, or hung from any part of the venue without prior approval of the Club Committee.

Hall hirers will be asked to pay for damages that exceed the amount of bond paid.

Please ensure vehicle movements/parking does not create a nuisance or any safety issue for local residents.

RIGHT OF REFUSAL TO HIRE

The Club Committee may, at its discretion, refuse any application for hire and may cancel any booking without assigning a reason. In each case any monies paid will be returned in full.

LOSS OR DAMAGE

The Kumeu Rugby Club accepts no responsibility for loss or damage to any property of the hirer or any guest or invitee's property which may be brought to the venue, whether within or outside the premises, and does not provide any insurance cover for such property.

SUPERVISION OF CHILDREN

The Hirer is responsible for ensuring all children are supervised at all times, including in bathrooms and surrounding areas.

OFFICE USE ONLY

Booking Accepted:

Name: _____

Signed: _____

Date: _____

- Bar Staff Booked
- Caterer Booked
- Evidence of security booked

PAYMENT REGISTER

BOND/DEPOSIT: \$100 DATE PAID: _____

RENTAL FEE: _____ DATE PAID: _____

BOND REFUNDED: _____ DATE REFUNDED: _____

BOND WITHHELD: _____ DATE NOTIFIED: _____

NOTES: _____

