

Petone Central School
 16 Britannia Street, Petone
 office@petone-central.school.nz
 04 568 7974

**PETONE CENTRAL SCHOOL
 Contract for Hire of School Hall**

This is a contract between Petone Central School and

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for the use of the Petone Central School hall.

Date/Time of Use:

From: _____ (time) on _____ (date)

Until: _____ (time) on _____ (date)

Fees:

Minimum Booking Fees: \$50 up to 2 hours plus \$50 refundable bond.
Evening sessions (6pm-onwards): \$100.00 plus \$50 refundable bond
All day sessions (weekends only): \$180.00 plus \$50 refundable bond

School Account for online payment: ASB 12 3142 0263723 00 (Ref Hall Hire & Name)

NB: The bond is to be paid in cash to the school office.

•Agreed fee: _____ Frequency of booking: _____

Conditions of Hire:

Hall Key

- Keys are to be collected from the school office during school hours along with a refundable \$50 key bond. You must return the key to the school office as soon as possible after your event.
- If you lose your key you will be charged for the replacement of all locks and keys to the hall.

Hall Responsibility

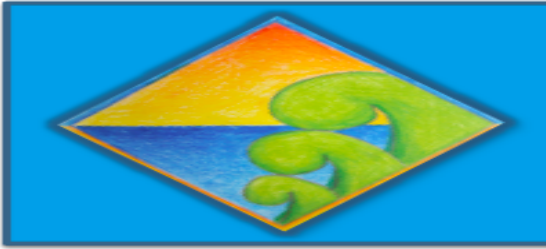
- You are responsible for leaving the hall clean and tidy when you leave – including the kitchen, toilets and hall foyer. Cleaning products, brooms and additional paper towels are located in the cleaner’s cupboard in the hall, please return to cupboard when finished.
- Trestles and seats etc. must be neatly stacked in their original position at the end of your event.
- The hall and school grounds are **Alcohol and Smoke Free.**
- At the end of your booking, it is your responsibility to
 - **Remove all rubbish** from the hall and surrounding areas and take all rubbish bags with you.
 - Turn off all lights, heaters and cooking facilities in the kitchen.
 - Lock all doors and windows.

Car Parking

- Limited parking is available within the school grounds. The bollard outside the school office can be lifted to enable parking on the basketball court and dropping off of equipment.

Liability for Damage and Costs

- You will be liable for any damage that occurs to school property during the period of your hall booking.
- If your event activates the school alarm system, you will be required to meet the cost of the security patrol call out.
- If your event causes the fire extinguisher to be used unnecessarily you will be required to pay the cost of recharging it.



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ACCEPTANCE

I accept the conditions of hire set out in this contract and agree that the bond will be kept by the school if any of the conditions are not met.

Please provide your details and one other contact person:

Your name: _____

Email: _____

Address: _____

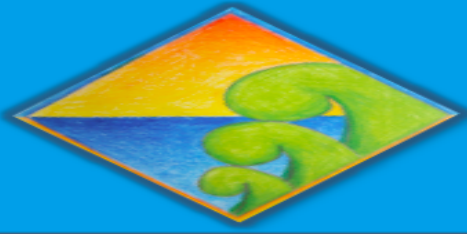
Phone: _____

Alternative Contact: _____

Phone Number: _____

Signed: _____

Date _____



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