



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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Date/Time of Use:

From: _____ (time) on _____ (date)

Until: _____ (time) on _____ (date)

Agreed Fee: _____ Frequency of Booking: _____

Casual Booking Fees:

Up to 4 hours Minimum Booking:	\$150 plus \$50 refundable bond.
Day Booking 8am to 5pm	\$300 plus \$50 refundable bond
Evening 6pm to Midnight	\$180 plus \$50 refundable bond

Long Term Booking:

Community Non Profit Organisations	\$50 for 2 hours plus \$50 refundable bond
Business / Commercial Use	\$80 for 2 hours plus \$50 refundable bond

Hireage fee payment to be made: Online Banking /Cash to School office

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

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

Cash to the school office Receipt Number _____

Key Number _____ Date Key & Bond Returned _____

We require 10 Days' notice if you wish to cancel a booking to avoid charges being applied, ie, failure to notify will result in the full amount being charged.

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 within 5 days of your event.
- If you lose your key you will be charged for the replacement of all locks and keys to the hall.

Hall /Kitchen/Foyer

- 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.
- Tables and chairs etc. must be neatly stacked at the end of your event.
- At the end of your booking, it is your responsibility to
 - **Remove all your rubbish** from the hall and surrounding areas and **take away with you.**
 - Turn off all lights, heaters and cooking facilities in the kitchen.
 - Lock all doors and windows.
 - Complete and email in the Hall Checklist sheet or return with the keys

Please note: The hall and school grounds are Alcohol and Smoke/Vaping Free

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.

ABSOLUTELY NO PARKING ON THE GRASS AREA

Liability for Damage and Costs

- You will be liable for any damage that occurs to school property during the period of your hall booking.
- Please notify the school office of any damage, failure to report will result in any future bookings cancelled.
- 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.

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: _____

Signed: _____ **Date** _____

Alternative Contact: _____

Phone Number: _____