

**Palm Beach Progressive Association Inc.
74 Palm Road Waiheke Island**

Rules and Conditions for use of Palm Beach Hall

Please read the following carefully:

1. The hall capacity is 100 persons. Events must not exceed this number of people.
2. The applicant must be over the age of 20. The hirer shall be in attendance at all times while the hall is in use.
3. The Hall is surrounded by residential houses so we are all required to respect the residents' rights with regard to noise and general disturbance.
ALL MUSIC MUST CEASE AT 10 PM AND GUESTS MUST VACATE THE PREMISES AND THE PROPERTY BY 11pm
ORGANISERS MUST VACATE QUIETLY BY 12pm.

Guests are expected to be considerate when leaving the hall and driving home.

4. If your activity involves liquor or entertainment a bond of \$500.00 will be required. The bond will be repaid within two weeks if the hall is left in a good condition with no damage, and deadlines for vacating the hall and acceptable noise levels have been adhered to. If there is a noise complaint, this will be investigated. We have the right to retain your bond should the complaint be upheld.

You are not permitted to sell liquor without a valid liquor licence.

5. The hall must be cleaned within the booked period, if the hirer is not paying for professional cleaners. Please discuss with us as we do have other hall users to work around.

There is a vacuum cleaner/mop etc in the cleaning cupboard in the bathroom. Please follow the floor cleaning instructions on the cleaning cupboard door. All rubbish from inside and outside the hall is to be placed in the wheelie bins. If the rubbish doesn't fit in the bins, please remove it from the premises. It can be dropped off at the transfer station free of charge.

6. All reasonable care is to be taken of the hall and chattels. Stack chairs and tables and return to their original position. Curtains are to be drawn and all windows and doors secured. No furniture is to be taken outside.
7. Do not use tape on the floor or walls. No chewing gum, glitter, candles, or incense. Use bluetac for decorations.
8. No smoking or vaping on the premises.
9. No dogs or animals are permitted inside the hall.
10. No parking on the grass. Please note the parking signs as the buses need the whole space to turn.
11. No fires are to be lit anywhere on the property. The use of a gas barbeque is permissible outside only.
12. The mezzanine floor cannot be used without permission from the Association. This is a safety requirement.

13. Heating is provided by wall heaters, activated by \$2.00 coins in the box on the back wall of the main hall. Please do not bring your own heaters.
14. Use of the Kitchen Please do not put solid rubbish down the sinks, wipe excess food with paper towels then wash in hot water. Ensure all appliances are turned off on leaving.
15. The hirer is liable for the cost of: replacement of lost keys, new locks if necessary, and repairs for any damage or breakage including any loss of equipment or furnishings.
16. The hirer assumes full responsibility for Public Liability during the period covered by this agreement.
17. The hirer is responsible for any insurance cover required for any of the hirer's property used in the hall.
18. The hirer must adhere to all obligations under the Health and Safety Act 2015 and must personally indemnify the Association in event of breach.

19. Payment/Cancellation:

Payment

1. The rate is \$30.00 an hour plus \$25.00 per day for the use of the kitchen.
2. The rental for a full day/night function is \$400.00
3. Payment is required upon booking. The booking is not confirmed until you have paid in full.
4. If it is a late booking please pay promptly as your rental won't be confirmed until we have proof of payment. Send a photo of your payment confirmation.

Direct Debit: ASB-12-3114-0029550-00 Ref Your Name

Entry

We will notify you as to the key code when we have proof of payment. The key-code box is located next to the front door. To avoid going home with the key in your pocket we suggest that you return it to the key container as soon as you have unlocked the door.

Cancellations

If you cancel 4 weeks prior to your event you will receive a full refund. If you cancel between 4 and 2 weeks before your event your refund will be the bond, if any, 50% of the booking fee. If you cancel less than 2 weeks before your event you will only receive the bond.

Booking Officer:
Debbie Styles
58 Hill Rd, Palm Beach
Waiheke Island
Ak 1081

Phone: 021 1260014

Email: debbiestyles9@gmail.com

AGREEMENT FOR THE RENTAL OF PALM BEACH HALL

Please fill in this form and return to secure your booking

*The **Signatory** of this agreement is deemed to be the **Hirer (aged over 20)** and is responsible for ensuring that these rules are adhered to.*

Time and hours requested _____

Purpose of event: _____

Hirer: I agree with the foregoing conditions; and indemnify the Association

Name:

(Print) _____ Signature: _____

Address: _____

Phone/s _____ Email _____

Bank Account for Bond Refund _____

I have read the above conditions, understand them fully and agree to adhere to them.