

# HIRE OF BAYTRUST PAVILION AGREEMENT

A169172

**THIS AGREEMENT IS WITH**

Applicant's name: \_\_\_\_\_

Safety warden's name: \_\_\_\_\_

Organisation's name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone contact: \_\_\_\_\_

**FOR**

Type of event: \_\_\_\_\_

Date of event: \_\_\_\_\_

Time of event: \_\_\_\_\_

Alcohol on premises:       Yes  No                      Alcohol licence                       Yes  No

Bond:  
 \$100 - Meeting  
 \$300 - Party  
 \$500 - Party with alcohol      \$ \_\_\_\_\_ *(refunded upon inspection where no damage is caused)*

Cost of hire:                      \$ \_\_\_\_\_

<b>TOTAL COST</b>	\$ _____
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**DECLARATION**

**I undertake to comply with the attached terms and conditions for use of the Bay Trust Pavilion.  
 I undertake to comply with emergency response guidelines and have a safety warden on site during the hire period.  
 I note that this agreement is only valid for the day(s) and time(s) stated above and must be presented if requested by  
 any officer of Opotiki District Council or the Police.**

Customer's signature: \_\_\_\_\_

Date: \_\_\_\_\_

OFFICE USE ONLY	
BOND RECEIVED DATE: (    /    /20    ) (please attach copy of receipt as proof for both bond & hire payment's)	
HIRE PAYMENT DATE: (    /    /20    )	STAFF MEMBER: _____ SIGNATURE: _____

## CLEANING CHECK LIST

BLUE CLEANING EQUIPMENT – BATHROOMS

RED CLEANING EQUIPMENT – KITCHENS

### Bathrooms

- Sweep out bathrooms using broom and dust pan
- Clean toilets and showers
- Wipe down benches and sinks
- Use hot water and cleaning product to mop bathrooms.
- Change bin liners and take rubbish with you.

### Kitchen

- Wipe tables
- Wash dishes / stack and turn on dishwasher
- Wipe down kitchen benches and sinks (no food scraps left behind)
- Wipe out oven and clean oven trays (if oven was used)
- Stack tables and chairs
- Vacuum or sweep carpet and lino floors
- Empty vacuum cleaner into rubbish bin
- Mop lino floor
- Take all rubbish with you and put new bags in bins.

**NOTE:** If carpets are stained **do not** use a hire carpet cleaner. We will arrange for a professional carpet cleaner. The cost will be deducted from your bond.

## PAVILION HIRE INFORMATION

Ōpōtiki District Council provides the Memorial Park and Bay Trust Pavilions for public use. Both pavilions provide the perfect venue for an outdoor sporting fixture, a place to meet, community activity space, social function, outdoor performance, or a reception lounge.

The **Memorial Park Pavilion** is located off Albert Street at the northern end of the Ōpōtiki Township, within the Memorial Park sports grounds. The pavilion provides a 90 square meter meeting room, seating up to 50 people, a kitchen, and toilets with changing rooms.

The **Bay Trust Pavilion** is located amongst pleasant rural surroundings at Ohui Domain, Gault Road, two kilometres from the intersection of State Highway 35 and State Highway 2. The pavilion provides an 80 square meter meeting room, seating up to 40 people, a small kitchen, and toilets with changing rooms.

### HOURS AVAILABLE

Daily from 7am until 12am midnight.

### RENTAL CHARGES

The cost depends on the time of the day and length of time you want to book. It also depends on whether you qualify for the community, private or commercial rates. A bond will apply.

GROUP	COST PER SESSION	COST PER HOUR
<b>Private</b> (family occasion where no entry fee is charged)	<b>\$100.00</b>	<b>\$25.00</b>
<b>Community group</b> (not-for-profit)	<b>\$40.00</b>	<b>\$15.00</b>
<b>Commercial use</b>	<b>\$150.00 + GST</b>	<b>\$50.00 + GST</b>

\* **session** is defined as 7am – midday; midday – 5pm; 5pm – midnight.

\* **costs** for part use, for example changing rooms/showers only can be apportioned separately where necessary.

### BONDS

A bond may be payable upon collection of the keys. This bond will be fully refunded upon inspection of the facility provided that it is in the same condition as prior to hire. The amount of the bond will depend on the type of function being held (see below). You may also be required to pay a deposit when the booking is confirmed.

FUNCTION	BOND (REFUNDABLE)
<b>Meeting</b>	<b>\$100</b>
<b>Party</b> (without alcohol)	<b>\$300</b>
<b>Party</b> (with alcohol)	<b>\$500</b>

Ōpōtiki District Council reserves the right to vary or cancel any booking with reasonable notice. If this happens, the full deposit will be refunded.

The hirer must pay for any damage to the hall or damage or loss of furniture, fittings etc. and any extra ordinary cleaning.

## **INSPECTION**

The hirer is to arrange an inspection of the pavilion, with i-Site, **before and after** the day of hire between the hours of 9am – 4pm, Monday to Friday.

## **LICENCES**

If you hire the pavilion, it is your responsibility to arrange any licences you might need.

You will need a **special liquor licence** if alcohol is being sold during your term of hire. Contact the Council's Environmental Health Officers to arrange this.

You may need a licence for gaming sessions, such as housie. Check with the Department of Internal Affairs.

## **NOISE**

You must also have permission for the performance of copyright works including music.

Keep noise to a reasonable level. It is the considerate thing to do for nearby residents and it can be costly if you break the rules. If a noise control officer has to issue an abatement notice, you may lose your bond. If the matter is taken further, you might not be allowed to use the pavilion again.

To limit noise from amplified music, keep doors and windows closed, regardless of the weather. Functions where amplified music is being played must finish before 1am.

## **SMOKING**

All Ōpōtiki District Council venues are smoke free. No smoking is permitted on Council reserve land.

## **FIRE SAFETY**

Fire exits must be kept clear at all times. The pavilion has fire alarms fitted. Barbecues and any other equipment likely to generate smoke are not permitted within the pavilion building.

If an alarm is set off on purpose or through negligence, the hirer will pay the full cost of the Fire Service call out and alarm resetting.

## **EVACUATION**

It pays to be prepared for an emergency. At least one person must be nominated to familiarise themselves with the evacuation procedures for the pavilion.

## **CLEANING**

The pavilion must be left clean and tidy. This includes wiping down tables and chairs, vacuuming and mopping floors, cleaning of oven, stove, fridge and bench tops, removing rubbish and litter from the premises, and cleaning toilets.

Please ensure that the pavilion is left as tidy as you found it. You will incur an extra charge for any cleaning including collection and disposal of rubbish required as a result of your use.

## ITEMS SUPPLIED AND REPLACEMENT COST

**COST OF ANY REPAIR OR REPLACEMENT TO ANY MISSING / DAMAGED ITEM WILL BE CHARGED TO THE HIRER OF THE PAVILION.**

ITEM	VALUE
<b>CLEANING SUPPLIES</b>	
BROOM – RED	\$20.00
BROOM – BLUE	\$20.00
MOP – RED	\$14.00
MOP – BLUE	\$14.00
BRUSH & PAN – RED	\$5.00
BRUSH & PAN - BLUE	\$5.00
BUCKET – RED	\$4.00
BUCKET – BLUE	\$4.00
RUBBISH BIN 72L	\$20.00
RUBBISH BAGS – BIG	\$5.00
RUBBISH BAGS – SMALL	\$5.00
SPRAY & WIPE	\$5.00
FLOOR CLEANER	\$5.00
TOILET CLEANER	\$5.00
DISHWASHING LIQUID	\$3.00
KITCHEN CLOTH	\$5.00
<b>EQUIPMENT</b>	
KARCHER VACUUM CLEANER	\$300.00
BARKBAR PIE WARMER	\$1,000.00
ZONE MICROWAVE	\$100.00
ZENITH WATER HEATER	\$600.00
PARMCO OVEN	\$1,000.00
PARMCO FIVE BURNER GAS HOB	\$900.00
MITSUBISHI ELECTRIC FRIDGE	\$1,000.00