



**FIJI INDIAN ASSOCIATION, Wgtn Inc.**  
**61 Frederick Street Avalon, Lower Hutt**  
[www.fia.org.nz](http://www.fia.org.nz)

## Contract for FIA Hall Hire

Halford Place (Northern end of Jackson Street Petone), rear end of the Shandon Golf Course.

**Between: The Hirer** \_\_\_\_\_  
( Full name- or name of Organisation)

**Address of the Hirer** \_\_\_\_\_  
( Residential address and not box number)

**Phone number of the Hirer** \_\_\_\_\_ **Mobile** \_\_\_\_\_

**Hall Manager on behalf of FIA** \_\_\_\_\_  
( Full name )

**Phone number** \_\_\_\_\_ **Mobile** \_\_\_\_\_

### 1. The Contract

The contract must be fully completed and signed by the Hirer and returned to the Hall Manager with the cost of hire. This is essential to confirm the booking.

### 3. Payment for Hire

- Booking time includes setting up time, dismantling and cleaning up time at end of booking.
- Booking time also includes deliveries prior to and pick-ups after booking. The Hirer must be present at time of any pick-ups and to sign for any deliveries. Any extra time over and above this will incur extra hire charges.
- Together with the completed Contract, the Hirer must pay a deposit equal to \$100 as bond which will be refunded at the end of the function if no damages , breakages etc. had occurred
- If all fees are not paid before the use of the Hall together with the signed contract then the Hall booking will not be confirmed.
- Booking time includes setting up time, dismantling and cleaning up time at end of booking. Booking time also includes deliveries prior to and pick-ups after booking. The Hirer must be present at time of any pick-ups and to sign for any deliveries. Any extra time over and above this will incur extra hire charges.

### All Users

- The Hirer will be liable to pay all expenses (including legal costs between solicitor and client) in connection with the FIA recovery or attempting to recover any overdue amount through breakages, damages etc in access of the bond money paid.

### Cancellation

- FIA reserves the right to charge a 50% cancellation fee for any cancellation within 5 days prior to the event, or full charge if cancellation is within 3 days.

### Hire Charges and Bond Details

- FIA Hall can be hired for \$15 an hour for a minimum of two hours
- A bond of \$100 will be paid with all hire charge
- The bond will be refunded in full within 15 business days following the date of hire, subject to full compliance of the following conditions.

## **Financial Members**

Current financial members are eligible to a discount of 10% on all hire charges except for the bond cost which will remain at \$100.

## **Deduction of Bond/Additional Charges**

- FIA reserves the right to deduct from the bond or charge the hirer any costs incurred in, or In-convenience by:
  - Repair of damage to the FIA property caused by the hirer and all associated administration costs
  - The full amount of a policy excess should damage result in an insurance claim plus associated administration costs
  - Restacking tables chairs and furniture and fittings
  - Cleaners involved in extra cleaning not done properly by hirer
  - Security callouts if hirer has not unset or reset the Alarm as instructed
  - After Hours callout of FIA representative during the week and/or the weekend, for Re-setting the Alarm or at the request of the hirer.
  - Entry to or remaining within the facility outside the hired hours
  - If keys are not returned within the stated times

## **No Smoking**

The FIA Hall is a smoke free environment and has a no smoking policy

## **Car Parking**

FIA takes no responsibility for any damages that may occur for cars parked around the FIA Hall

## **Keys and Hirer's Responsibility**

It is the responsibility of the Hirer to uplift a key prior to the date of hire.

## **Key Holder**

The responsibilities of the key holder are:

Undertaking to pay all costs incurred for replacement keys and locks as well as other user keys under the same system for any loss of keys or damage to lock/s.

Ensuring Hall is locked, alarm activated and all external doors securely locked if you are last to leave the Hall.

Ensuring all electrical switches and lights are off and all windows and doors are secure before leaving.

The keys must be returned by the commencement of the following business day. If this is not possible, then other arrangements must be made in advance.

## **Security Alarm**

The Hall and the alarm system are monitored. An alarm access code will be issued to the registered key holder and is valid only for your particular booking.

The Key holder will be expected to deactivate and reactivate the alarm system as instructed.

If you do not unset or reset the alarm correctly and the Security Company or a FIA representative is called out, you will be charged.

## **Health and Safety**

The hirer of the facility is responsible for the health and safety of all people involved in the preparation, participation and cleaning up relating to your hire.

The hirer must advise FIA Hall Manager of anything that will be brought into the Hall that could be a potential hazard e.g. candles, chemicals, ladders or props.

The hirer must make provision for assistance to those who may need help in the event of an emergency.

## **Hall Evacuation**

In the unlikely event of a fire or any need to evacuate the Hall, please move out of the Hall and assemble in front of the Hall.

### **Emergency Procedures**

Please note that as the hirer you are responsible for being the Hall Wardens

As such your responsibilities include:-

- . being familiar with evacuation procedures
- . advising your group of exits, nearest fire alarm box and assembly area
- . ensuring space is cleared at time of exit
- . reporting to Fire Service Officer

### **Consumption of Alcohol**

If alcohol is to be consumed, special conditions apply.

It is the responsibility of the hirer to obtain a *Special Alcohol Licence* if the booking involves the consumption of alcohol.

Hutt City Council is an agency for the Liquor Licensing Authority in Hutt which issues licences.

The *Special Alcohol Licence* must be sighted by FIA Hall Manager before uplifting the venue key and must be displayed on the premises throughout the duration of the hire.

### **Noise Restriction**

Current noise by-laws for residential areas apply at this site. Due consideration for surrounding residential properties is required. Excessive noise is that which can be heard from the boundaries of the site.

### **Compulsory Requirements for All Social Bookings**

A bond will be charged.

### **Use of Equipment**

Any equipment needs are to be reserved when making your initial booking.

Any equipment, in addition to that already available at the Hall, will require a specific arrangement to ensure it is in place prior to the booking.

Additional hire fees may apply.

### **Use of Decorations or Attachment of Pictures, Posters, Signs**

Under no circumstances can decorations, scenery etc. be attached to, or hung from the walls, ceilings, floors, curtains or any part of the Hall, unless authorised by the Hall Manager FIA.

### **Cleaning Up**

At the end of your booking please leave the Hall and equipment as you found them at the beginning.

Any bottles and rubbish are to be removed from the site.

Cleaning equipment, including mops, brooms and a vacuum cleaner are available for use

If any extra cleaning is required, a fee will be charged.

### **Loss or Damage**

FIA accepts no responsibility for loss or damage of any property of the hirer or any guest or invitee which may be brought to the facility, whether within or outside the premises, and does not provide any insurance cover for such property including property left secured in any storage facility which may be provided.

If a Hirer accidentally damages something the client is legally required to make good the damage. A hirer may have public liability insurance to cover or partially cover damages. Should the property insurer be required to cover loss or damage, the hirer would be liable for the amount of the insurance excess.

### **Right of Entry**

The FIA Hall Manager shall have Right of Entry at all times.

### **Right of Refusal or Cancellation**

FIA has discretion to refuse any application for hire and does not have to provide justification for such refusal and may cancel any booking without assigning a reason.

**SIGNATURES**

Please retain one copy for your reference.

Please initial all pages and sign where indicated below, returning the signed copy

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(name of your organisation if applicable)

I undertake to abide by all terms and conditions aforementioned.

Please print full name \_\_\_\_\_

Signature\_\_\_\_\_

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

Alcohol will be consumed Yes \_ No \_

Licence No:

\_\_\_\_\_

Signature\_\_\_\_\_

Sighted by FIA Hall Manager

Signed:\_\_\_\_\_

Date: