



The Auckland Polish Association Inc.
Stowarzyszenie Polaków w Auckland Inc.
MacDonald Street, Postal Address:
Morningside, Auckland P.O. Box 16-102 Sandringham
Ph.: (09) 849 2836 Auckland, New Zealand
www.polonიაauckland.co.nz

Application for Hall Hire

I/We (or Group):

Address:

Hereby apply to the Auckland Polish Association (Inc) to hire the Hall

From (date) : _____ (time) _____

To (date) : _____ (time) _____

Contact person responsible for hire

Telephone :

Email :

Identification:

Purpose of Function :

I/we accept the terms and conditions of the hall hire and have read the attached conditions

Hall Hirer

For and on behalf of the APA

Signature

Signature

Print name

Print Name

Dated

Dated

**The Auckland Polish Association Inc.
Stowarzyszenie Polaków w Auckland Inc.**

Rates and Fees

| Type | APA Member | Non member | Non-for- profit organisations | Commercial use | |
|-----------------------------|------------|------------|-------------------------------|----------------|--------------------------------------|
| Hall Hire Fee | \$300.00 | \$500.00 | \$500.00 | \$600.00 | <i>Hall floor cleaning included</i> |
| Bond | \$200.00 | \$400.00 | \$400.00 | \$500.00 | |
| Hall booking fee | \$100.00 | \$100.00 | \$100.00 | \$100.00 | <i>Included in the Hall Hire Fee</i> |
| Key deposit (incl. in bond) | \$20.00 | \$20.00 | \$20.00 | \$20.00 | <i>Included in bond fee</i> |

Requirements (please tick the required and state additional requirements, if any)

| | | |
|---------|--|--|
| Hall | | |
| Kitchen | | |
| Bar | | |

Optional extras (please tick items and quantities required)

| | Unit | No. Req. | Sub Total |
|--|---|----------|-----------|
| Kitchen Facilities | \$50.00 /hire | | |
| Tableclothes* | \$100.00 /hire / all tables required | | |
| Cutlery (<i>forks, knives, spoons</i>) | \$0.30 /pc | | |
| Crockery (<i>mugs, cups, plates</i>) | \$0.30 /pc | | |
| Glasses (<i>all types</i>) | \$0.30 /pc | | |
| Hall Cleaning | \$100.00 /hire | | |
| Bar and Bar Manager | \$20.00 /hour | | |
| Catering by Association | TBA | | |

Total Extras

Bank Account details:

Auckland Polish Association 38-9011-0088088-01

** Tableclothes hire and cleaning included. Should any tableclothes be damaged/permanently stained, full replacement cost will be deducted from bond and the Hirer notified accordingly.*

Fire Warden

Name _____

ID type and Number _____

Contact details _____

AUCKLAND POLISH ASSOCIATION TERMS AND CONDITIONS

1 HIRE PERIOD

- 1.1 Hiring commences at the time shown in this form, which is the time the Hirer gets the keys to the owner's premises.
- 1.2 The hiring shall terminate at the time stated by the Hirer in this form.
- 1.3 By that time the premises are to be vacated and equipment is to be cleaned by the Hirer or their representative.
- 1.4 Cleaning up can be arranged for Sunday morning and must be completed by 10.00am at the latest. Prior notice must be given.

2 CANCELLATIONS

- 2.1 If the booking is cancelled more than 6 weeks prior to the event a \$25 cancellation fee is payable.
- 2.2 If the booking is cancelled between 6 weeks and 3 weeks prior to the event then a \$100 cancellation fee is payable.
- 2.3 If the booking is cancelled with less than 3 weeks prior to the event then you forfeit the full bond

3 HIRING CHARGES

- 3.1 In the absence of any special arrangements to the contrary, equipment is hired on a daily rate.

4 BOND AND FEES

- 4.1 Fees are payable by cash, cheque or direct credit in advance to the Auckland Polish Association's Coordinator.
- 4.2 A bond as per the rates schedule is required at all times between the Auckland Polish Association and the hirer. Note that the Bond to be cleared funds 2 weeks prior to hall hire. ***Cheques will not be accepted less than 3 weeks prior to hall hire.***
- 4.3 The hall hire rate is to be paid by cash or direct credit 3 days prior to the date the latest. ***Cheques will not be accepted less than 2 weeks prior to hall hire.***
- 4.4 Any booking made more than six months ahead will be charged at the rate applying on the date of the function.
- 4.5 Refund of bond shall only be made if all obligations in the contract documents remain fulfilled, no extra cleaning is required and no damage to the Auckland Polish Hall or its contents is sustained on inspection by the custodian after the event, otherwise any applicable costs will be deducted from your bond.
- 4.6 Any costs of repairs in excess of the bond shall be invoiced directly against the hirer or there nominated representative and is required to be paid with 7 days.
- 4.7 Identification is required upon signing this agreement. (Drivers License, Passport and proof of address).

5 DAMAGE AND LOSS

- 5.1 You will be held solely responsible in respect to any claims arising, or loss, accident, injury or damage to persons sustained in connection with this function.
- 5.2 Any loss or damage to the Auckland Polish Association's property, furniture, fittings, fixtures, appliances and apparatus in or about the said premises will be charged to you.
- 5.3 No responsibility will be accepted for any damage to or loss of any property you bring to or store on the premises.
- 5.4 Nothing is to be driven into or attached in any way to ceilings, walls, floors, furniture or furnishings without prior permission. No writing, painting or disfigurement is to be applied to the walls, ceilings or floors.
- 5.5 You must return all chairs, seating, furnishings or other property to their designated areas.

6 ACCEPTANCE OF TERMS AND CONDITIONS

- 6.1 The Hirer by accepting the equipment agrees to the terms and conditions as laid down by the Owner and agrees to pay any costs of collection and all legal fees incurred by the Owner in the event of legal action becoming necessary.

7 CARE OF EQUIPMENT AND BREAKDOWNS

- 7.1 The Hirer shall take the proper care of the equipment. In the event of the equipment being damaged, the Hirer shall pay to the Owner a sum equivalent to the cost of making good said damage. In the event of the equipment being lost on hire to the Hirer then the Hirer shall pay the Owner a sum equivalent of replacing the equipment.
- 7.2 The Hirer warrants that they are competent and qualified to use the equipment in the way in which it is designed.
- 7.3 Breakdowns resulting from misuse shall not in any circumstances shorten the period of hire.
- 7.4 It is the Hirer's responsibility to make sure that the hired equipment is suitable for the work intended.
- 7.5 The equipment does not purport to be new stock or equal to new, but when handed over all items are understood to be in good condition and fit for normal use.
- 7.6 The Owner is not liable for any loss suffered by the Hirer or liability incurred by the Hirer as a result of the breakdown of the equipment caused by the hirer. Notwithstanding the foregoing, any liability attached to the Owner under this agreement shall be limited to the amount of hire charges due.

8 INJURY OR DAMAGE TO HIRER OR THIRD PERSONS OR PROPERTY

- 8.1 The Hirer shall not have any claim to the Owner for loss or damage suffered by the Hirer as a result of the Hirer's use of the equipment and further the Hirer will indemnify the Owner against any claim by a third person in respect of any loss, injury or liability arising out of the use of the equipment hired by the Hirer.

9 NO ASSIGNMENT OF HIRE AGREEMENT

- 9.1 This agreement is personal to the Hirer and is not capable of assignment by them, and the Hirer shall not sublet the equipment to any other person, but shall not prevent employees of the Hirer using the equipment by the Hirer.

10 NO WARRANTIES BY OWNER

- 10.1 The Owner makes no warranty or representations as to the state, quality or fitness of the equipment for any purpose and no such warranty shall be implied by the description of the equipment on the face of this form. All implied warranties and conditions as to the state, quality or fitness of the equipment for any purpose are hereby excluded.

11 HEALTH AND SAFETY

- 11.1 Fire/emergency exit doors must be kept clear from obstruction at all times.
- 11.2 The Hirer is responsible for the provision of first aid facilities during the hire period.
- 11.3 The Hirer is responsible for the provision of a mobile phone for emergency purposes.
- 11.4 The Hirer is responsible for maintaining good order and behaviour in all parts of the premises and grounds in use and will not cause, suffer or permit disorderly conduct or nuisance to arise.
- 11.5 The Hirer will comply with all laws, regulations, bylaws and rules applicable to the operation of the event and the use of the venue, including taking all practicable steps to ensure that the provisions of the Health and Safety Employment Act 1992 are met at all times.
- 11.6 The Hirer needs to be able to provide first aid assistance to anyone injured during the term of the hireage and this will be the responsibility of the Hirer.
- 11.7 The Hirer will be responsible for the behaviour of event participants and for ensuring that activities and persons present adhere to the rules of the Auckland Polish House.
- 11.8 The Hirer will be responsible for ensuring that the Auckland Polish House is kept secure at all times.

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11.9 The Hirer will read and understand the fire and emergency evacuation procedures as posted inside the Auckland Polish House..

11.10 Smoking is not permitted on the premises

11.11 A Fire Warden must be nominated to act in the event of fire. For a larger group there must be one warden to every 100 people.

12 PERMITS AND CONSENTS

12.1 You shall obtain and comply with the provisions and necessary approvals, consents and licences from any person, including the Council, to run the event. The costs of these will be met by the Hirer. This includes music, sound systems and liquor licences if applicable.

12.2 Liquor is permitted subject to compliance with the application for a Special Licence, and that it will remain under the strict control of one responsible adult throughout the booking.

12.3 Where sale of food is undertaken the Food and Hygiene Regulations 1974 must be complied with. In the case of a person entering into this contract in a private capacity as Hirer, the Hirer by entering into this contract hereby authorises the disclosure of personal information regarding this creditworthiness by any other party to the Owner and that this personal information may be used by the Owner to advise the Hirer of the Owner's other goods and services. The Hirer has rights to access to and correct personal information contained in this contract, subject to the provisions of the Privacy Act 1993.

13 SECURITY

13.1 You must ensure that all heating and lighting is turned off before you leave. An additional charge may be made if any is left on.

13.2 You will be provided with the necessary key/s. These must be returned the next day or as agreed with the Polish Houses representative.

13.3 It is the Hirers responsibility to check that all outer doors and windows are securely locked when you leave.

13.4 If the Auckland Polish House is required to call a security guard for any reason you will be billed for any costs incurred.

14 CLEANING AND RUBBISH

14.1 Please ensure that ALL RUBBISH is removed from the Polish House and the outside surrounding area.

14.2 The total area must be left clean and tidy at the end of booked times.

14.3 Floors cleaning included in the hall hire fees. All other areas (tables, dishes etc) are the Hirer's responsibility.

14.4 The Auckland Polish House supplies no cleaning equipment.

14.5 You must remove all personal equipment and belongings immediately after the function, unless prior approval has been given, within the period of hire.