

Peel Forest Hall

Charges & Hire Agreement

Hire Charges

Evening function (10am - 12.30am)

24 hours (includes use of kitchen) \$400
(plus \$ 400 bond & extra \$100 set up fee for day before/after event)

Day hire (10am - 10pm)

12 hours (includes use of kitchen) \$300
(plus \$ 200 bond)

Half Day hire (4hrs or less)

4 hours (includes use of kitchen) \$150
(plus \$ 200 bond)

Meetings:

Meeting room only per day \$50

Table hire within hall (incl chairs) \$10/table

Table hire away from hall \$20/table
(plus \$ 200 bond)

Cleaner after hire \$30 per hour
(We can organise a cleaner to come in on your behalf)

For enquiries and bookings please contact Jenny 03 696 3509,

Emma 021 233 9891

or thepeelforesthall@gmail.com

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Conditions of Hire

1. A maximum of 180 persons in total on the premises.
2. The hall must be vacated by no later than 12:30am.
3. No smoking is allowed within the Hall
4. Noise levels must be appropriate for a residential area.
5. Alcohol can only be served with the appropriate licence.
6. No illegal activity within or illegal use of the building is permitted. No inflammable, toxic or dangerous substances in the building.
7. The hirer is responsible for the building during the hire and set up/clean up.
8. It is the hirer's responsibility to know where all fire alarms, fire extinguishers, exits (including fire exits) and are to advise all persons in the building of the location of the fire exits.
9. No alterations to the building, fixtures, décor, appliances or equipment can be made.
10. The hirer is to be aware of their obligations under the Health and Safety at Work Act 2016.
11. All furniture must be returned to original position, all lights off, doors and windows securely closed on leaving the premises.
12. No substances or materials may be put into toilets, sinks or drains that may cause damage or blockage.
13. All rubbish and recycle materials must be removed from the building and put in the appropriate bins behind the building for rubbish collection.
14. The hirer is responsible for any damage incurred during the hire. The Hall Committee oversees any repairs and maintenance to the Hall therefore we must be notified of any damage/repairs needed to the building, fixtures, fittings, appliances or electrical fittings.
15. If the kitchen is used it must be cleaned, all dishes washed and put away, fridge wiped clean inside and out, oven wiped down inside and out, benches and sink left clean, rubbish removed and floor mopped.
16. Hirer must bring own tea towels and rubbish bags and remove these on departure.
17. Please empty Bathroom rubbish from bins (we have a cleaner come in and clean the bathrooms/toilets)
18. Hall floor must be swept and mopped with hot water only!!!
19. The Bond will not be refunded until the Hall has been checked by a Hall Committee representative at the end of the hire period. Any damage or failure to leave the premises and surrounds in a clean and tidy condition will result in additional charges being imposed, deducted out of bond money first.
20. If you would prefer, we can hire a cleaner on your behalf for an additional \$30 per hour at the end of the hire. Please request cleaner on booking.

Hirer Details

Date of Hire

Name of Hirer:

Address:

Phone:

Email:

Estimated number of attendees

Bank Account Number for bond refund

Please make payment to the following account:

Peel Forest Hall Committee 03 0839 0071349 00