



Hororātā Hall Hire Agreement

The Hororātā Hall (hall) is owned and managed by the Hororātā Community Trust (New Zealand Charities Commission number CC46824) (together with its officers, agents and contractors HCT). Below are the conditions of entry for all hall hires.

Conditions of Hire

Entire Hall Hire Fees:

- Daytime Hire: Community \$100 / Corporate & Private \$300
- Night hire: Community \$200 / Corporate & Private \$500

Meeting Room Hire Fees:

- Community \$5 per hour
- Corporate/Private \$10 per hour

Fees include GST and use of all kitchen facilities, tables and chairs in the hall.

The Hororātā Community Trust is fundraising to develop the Hororātā Hall. We invite you to include a donation on top of your fee that will go towards developing this wonderful community facility.

Payment: Payment is to be made on invoice within 7 days of hire.

For corporate or private hire, a refundable bond of 50% of the hire fees, paid in advance, will be required. HCT Reserves the right to waive the bond.

Please note some events like 21st will be subject to additional conditions and bond. These will be sent on enquiry.

Cleaning: The hirer is responsible for cleaning and returning the Hall to its original state. Any additional cleaning required in the hall or on the grounds will be charged at \$100 per hour. For night bookings it may be possible to clean the next day. This can be discussed on enquiry.

Noise: Please be aware of neighbors. Activities involving loud amplified music must cease at midnight. External doors and windows closed after 7.00pm for activities involving loud amplified music. Beware of noise outside after 7pm.

Decoration: All decorations and their attachments MUST be removed from the walls and Hall at the completion of any function.

Terms and Conditions

1. Conduct at every function held in and around the hall must comply with Selwyn District Council bylaws.
2. The hall must not be sub-let.
3. The hirer is responsible for ensuring that before leaving the hall:
 - a) The whole hall including toilets, kitchen and entrance are clean.
 - b) All rubbish is placed in receptacles provided.
 - c) All items of furniture moved are returned to their original position.
 - d) All lights and electrical appliances are turned off.
 - e) All doors are securely locked.
4. The hall must be cleaned by the hirer immediately after the period of hire unless alternative arrangements have been agreed.
5. Damage. The hirer is responsible for the cost of repairs for any damage, other than reasonable wear and tear, that may occur during the period of hire or as a result of the hireage. All damage must be reported to the HCT, within 48 hours of the end of the hire period.
6. Alcohol consumption must comply with Sale and Supply of Alcohol Act 2012. If this is a ticketed event or alcohol is to be sold a Special Licence is required and is the responsibility of the hirer.
7. No smoking or vaping inside the hall.
8. The HCT accepts no responsibility for any losses or liabilities incurred by the hirer or users of the hall.
9. General Safety and Security – Please ensure that all safety precautions (as required by law) are taken to eliminate injury to persons and damage to the premise and equipment.
10. Please make sure that rooms that are not part of this hire agreement are not entered and that doors that are locked remain so.
11. Provision of First Aid will be the responsibility of the hirer.
12. Kitchen, if used will be left in a tidy, clean state.
13. No furniture or equipment is to be moved into the Hall without permission
14. Use of the sound system to be agreed upon hire, any damage to equipment to be charged for.

Updated August 2024