

## Phoenix Hall Hire Charges

Time / Day	Bond	Rent
Sunday-Friday Rent \$80/hour (2hour minimum)	\$400	\$80/hour
Friday-Saturday Rent \$750 (10am-11pm)	\$400	\$750/ day
Small Hall Rent \$25/hour (2 hours minimum)	\$150	\$25/hour
<b>Sound System - \$50 per day Over-head Projector Hire - \$100 per day</b>		

20% discount is available upon request for charitable public functions where **no entrance fee** is charged and **no alcohol** is served. **NO discount for any Saturday Bookings.**

## Hirer Details

Hirer Name					
Attendance					Maximum Capacity 250 persons
Address					
Email			Phone		
Date Required			From Time		To Time
<b>Rent</b>	<b>\$</b>	<b>Bond</b>	<b>\$</b>	<b>Others</b>	<b>\$</b>

- \$100 Non-refundable deposit is required to confirm the booking, The balance rent & refundable bond must be paid at least **10 business days** prior to the hall hire date.
- Make All payments to Phoenix House Charitable Trust Bank Account **BNZ 02-0454-0120808-00** And identify with details:  
**Particulars:** *hirer-name* **Code:** *Hire-Date* **Reference:** *purpose of hire*
- Bond is Refundable – **BUT - Failure** to leave the premises clean and tidy or non-compliance with the Terms and Conditions of Hall use - **May warrant deduction from the bond money or forfeiture of the Bond.** The Bond will be refunded (to bank account provided) within five working days.
- One Hall key is normally provided. The key is available from the Key Box on the day of Hire or from Phoenix Hall Hire representative as advised.
- All cleaning must be completed during the hire time before key is returned to the key box. After inspection, any incomplete cleaning or breach of Conditions of Hire will be advised to the Hirer and any costs to remedy will be deducted from the bond.**

I have read and understand the Conditions of Hall Hire on page 2 and cleaning Instructions on page 3 of the agreement. I agree that **NO** alcohol will be consumed on premises unless Alcohol Use Policy page 4 is completed and prior permission has been granted by Phoenix House Charitable Trust.

Hirer Name \_\_\_\_\_ Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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## **Terms and Conditions of Hall hire**

1. In common with all public buildings **smoking or Vaping is not permitted** inside the building.
2. One person must be designated as Fire Warden for the Duration of Hire. The Fire warden shall note the attendance in the logbook provided to monitor Hall capacity.
3. The duration of hall hire must include all time required for setup, cleaning and decoration. Any time hall is used but not included in the duration of hall hire, will be charged at the hourly rate as described in Hall Hire charges.
4. The period of Hall use must not extend beyond 12 midnight on any day
5. **The property has Security Alarm System which must be deactivated before just after entry (If already activated) and must be activated before you go out to lock the Front Main Door. The security code is provided on key tag.**
6. There are 20 foldaway trestle tables (2400mm long and 750mm wide) and 200 chairs provided for use during the Hall Hire.
7. Avoid any Action which would cause damage or allow damage to property and facility. The Hirer is responsible for all damages during the period of Hire.
8. The property is monitored with CCTV video camera security system. Please report any damages as soon as possible with photos to [phct2000@gmail.com](mailto:phct2000@gmail.com) or Text or WhatsApp to Ph. **0274-354926**
9. **No nails, pins, Sellotape, thumb tacks or screws may be driven in to the walls and fixtures.**
10. The Hall, Foyer and other areas used must be vacuum cleaned after use. The Vacuum cleaner bag should be emptied and cleaned after use. All rubbish must be cleared and taken away at the end of Hire every day.
11. The kitchen and toilet area floors should be mop cleaned with hot and soapy water. A ringer bucket and mop are provided for this but you need to provide you own cleaning materials.
12. You must shut all doors and windows before leaving. It is a legal requirement that there be NO furniture or anything else left blocking EXIT doors.
13. **The back Fire Door must be locked from inside before leaving the building. Please double check that Front entrance door is locked after you finish and return Key to the Key-box.**
14. Pickup any rubbish outside and around the hall happened during your hire and take away all RUBISH from Phoenix Hall premises.
15. Please ensure that gate chain latch is closed when leaving the property

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Hall Hire Inspection Check List

The following hall inspection checks will be made when keys are returned after the hall hire. If the inspection is satisfactory then bond will be refunded in full. Any cleaning costs will be deducted from the bond.

No	Things to Do	Done	Comment
1	Please ensure attendance is noted in the logbook by the Fire Warden		
2	Vacuum Clean Main Hall, Stage and Foyer. Empty the vacuum cleaner and store away as instructed.		
3	Clean and Mop the Kitchen and Dining area floors with hot and soapy water		
4	Clean Men and Ladies toilets and Mop floors with hot and soapy water		
5	Clean Mop and bucket and store them as instructed		
6	Please note the number of persons attended in logbook.		
7	Wipe clean tables and chairs if dirty and Stack chairs 10 high and store these as instructed.		
8	Lock the back Fire door from inside and engage latch as required		
9	Unplug the Hot water boiler unit in Kitchen		
10	Close all curtains in the Main Hall. Turn off Fans, Heaters, AC units and lights		
11	Clear off all your decorations from the Hall		
12	Clear all rubbish from inside and outside the building and take it away with you		
13	Set the security alarm system and lock the front Door when leaving		
14	Latch the Chain at the entrance to carpark when leaving the premises		

**Note: All cleaning must be done before the keys are handed over.**

Any cleaning necessary after the keys are handed over will be advised to the hirer and costs will be deducted from the bond.

I have read and understand the cleaning instructions

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **POLICY FOR PROVISION OF ALCOHOL**

The provision of Alcohol by Hirers of Phoenix Hall is granted at the Discretion of Phoenix House Charitable Trust. The Following Rules Apply when Alcohol Consumption has been approved

**The organisers must appoint two adults who are responsible during the event for ensuring the compliance of the following rules**

<b>No</b>	<b>Action</b>	<b>Initial</b>
1	The <b>SALE</b> of Alcohol in any form is prohibited	
2	The responsible adults overseeing the serving of alcohol must not themselves become intoxicated during the time of the execution of their responsibilities	
3	These adults must assume responsibility for any person who could reasonably be considered to be intoxicated and provide alternative transportation for anyone whose capacity to drive could reasonably be considered to be impaired	
4	Food must be served when alcohol is present and non-alcoholic beverages are to be offered that are equally attractive and accessible.	
5	The consumption of alcohol is only permitted inside the Hall. Alcohol is not allowed to be taken and/or consumed outside on Phoenix Hall grounds.	
6	All empty containers are to be picked up and taken away	
7	All liquor legislation under the Sale and Supply of Alcohol Act 2012 is to be adhered to. It is an offence to supply alcohol to anyone under 18 years old (unless supplied with the consent of Parent or guardian in a responsible manner)	

### **Names and Phone Numbers of Two nominated people responsible**

Name		Phone	
Name		Phone	

I accept these rules as Hirer of Phoenix Hall premises.

Hirer Name \_\_\_\_\_ Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_