



# Waikato Sport Fishing Club

## Conditions of Hall Hire

The Waikato Sport Fishing Club Hall is available for hire. We have an open plan space with views over the river and a balcony. The space can accommodate up to 99 people.

Tables and chairs are included along with access to the kitchen and bar area.

We have a 60" plasma screen TV, plates and cutlery available for hire.

The hall can be hired on weekdays, evenings and weekends. For regular hirers we can provide storage space.

## Schedule of Charges for Hall Hire

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### **Weekdays: Midday Sunday to 4pm Friday**

- \$30 + GST per hour

### **Weekends: 4pm Friday to Midday Sunday**

- \$600 Full Day (24 hour period)
- 4pm Friday/Midday Saturday, Midday Saturday/Midday Sunday

### **Full Weekend**

- \$1200 Full Weekend
- 4pm Friday through Midday Sunday

### **Hirers can also hire:**

- TV: \$50 per event

### **Deposit**

- \$100 per hire
- The \$100 deposit is non-refundable and forms part of the hire charge

### **Bond**

- \$600

### **Cleaning Charge**

A Flat fee of \$300 shall be charged if the Hall is not left in an acceptable condition. The hirer will be given one more opportunity to clean the hall again before the flat fee is initiated.

To hire contact  
Hall Manager: Steve  
021 270 0798

[hallhire@waikatosportfishing.co.nz](mailto:hallhire@waikatosportfishing.co.nz)

# Booking and Payment

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## **To book:**

Please complete the booking form online or email to [hallhire@waikatosportfishing.co.nz](mailto:hallhire@waikatosportfishing.co.nz)  
Please pay your deposit of \$100 to Westpac 03-0314-0250512-002 with booking calendar reference ID xxxx.

Upon completing this form and paying your deposit, you agree to our conditions of hire and secure the date for your function.

## **Deposit:**

The \$100 deposit is non-refundable and must be paid to confirm your booking. If the booking is cancelled the \$100 is not refunded.

If the booking goes ahead, the \$100 forms part of the hire rate

## **Hire Fees:**

All payments are to be made in advance.

Casual hire payments must be settled two weeks before the date of hire.

## **Bond:**

The bond must be made in advance, two weeks before the date of hire, of \$600.

The bond will be repaid up to 15 days following Hall hire, providing the hall has been properly cleaned and any damage caused as a result of the hire has been rectified.

## **Terms of Hire:**

The Hirer accepts all responsibility in respect of claims of any kind arising from loss, damage or injury sustained in connection with the use of the Hall.

The Hall Committee reserves the right to decline any application for hire or cancel any hire already arranged. In the event of such a cancellation a full refund will be made. The Waikato Sport Fishing Club will not be liable for any costs incurred by the hirer or any other person/s with respect to the hire of the hall by the hirer.

The Waikato Sport Fishing Club reserves the right to review hire arrangements for regular permanent users from time to time.

The Waikato Sport Fishing Club prefers funds to be deposited electronically into the club's bank account. Payments can be made to Westpac 03-0314-0250512-002 with booking calendar reference ID xxxx.

## **Cancellations**

Any cancellation, received less than 8 weeks prior to the booking date shall forfeit only the deposit.

Any cancellation received less than 7 days prior to booking date shall forfeit the full Hall hire cost.

# Legal requirements

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The Hall is licensed for use by a maximum of 99 people at any one time.

The Hirer will only conduct meetings/gatherings of the Hall considered lawful under New Zealand law and will maintain good order and discipline in and about the premises.

**The hall is a NON-SMOKING venue.**

## **Noise:**

Under the regulations imposed by the current District Plan the Club and its hall users are permitted to operate within the following hours:

Sunday to Thursday 7.00 am until 10.30 pm

Friday and Saturday 7.00 am until midnight.

At all times noise levels are to be considerate of neighbours.

## **Fire safety:**

The Hirer will ensure that fire safety codes are complied with and that no inflammable spirits or dangerous goods are taken into the Hall. (Evacuation Procedure Notices are posted in the Hall). In the case of fire evacuate premises IMMEDIATELY and call the Fire Brigade phone 111 and contact WSFC committee as soon as possible.

Hirers will be held responsible and liable for any charge made by the Fire Brigade for a malicious fire call. Dry Powder Extinguisher for electrical fires is in the kitchen.

## **Consumption of Alcohol:**

The Waikato Sport Fishing Club Hall does not have a licensed bar.

The hirer is responsible for compliance with Hamilton Council bylaws and all liquor licensing laws if there is alcohol consumed on the premises while they are the hirer of the premises.

**No glass or cans are to be consumed or left Outside the Club Rooms this includes the Balcony.**

Any Reports of unruly behaviour or damage will result in the bond not being refunded.

## **Club Access:**

Only legal access to the Waikato Sport Fishing Club Hall is via Grantham Street.

Please do not use Bridgewater Centre or Waterford Birthing Centre driveway as a thoroughfare. This is private property and a severe Health & Safety Risk.

**Failure to comply with any of these regulations will result in cancellation of the contract, immediate shutdown of the function and forfeiture of the bond.**

# Care of Hall & Club's Property

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The Hirer will ensure that the Hall is protected against theft and wilful or accidental damage at all times during the period of the hire.

The Hirer accepts liability to make good any damage or loss to Hall and Club's property, including furniture, fittings, fixtures, appliances, kitchenware, glassware and cutlery.

The Waikato Sport Fishing Club will not accept any responsibility for any theft of property of the Hirer.

Any damage to the premises or equipment must be reported promptly to the Hall Manager.

## **When you arrive:**

- Decorations can be attached using the permanent hooks already in the walls.
- NO NEW HOOKS ARE TO BE ADDED.
- NO CELLOTAPE OR BLUETACK TO BE STUCK TO THE WOODEN WINDOW PALMENTS OR WALLS OR RAILING/POSTS.
- The use of confetti or similar products on the premises or surroundings is prohibited. Permission must be given for the use of any preparation or powder on the floor.
- You must provide your own tea towels and rubbish bags.

## **Cleaning:**

*The Hirer will ensure that Hall and surrounding area is kept clean and tidy during the hire, and must be left in a clean and tidy condition at the conclusion of the hire period.*

- Kitchen benches are to be washed down and kitchen refuse removed.
- Clean the oven, fridge/freezer, microwave and bain-marie ('pie warmer') as necessary.
- Sweep and mop floors, and, wash down balcony as necessary.
- Wipe down all tables and chairs.
- Stack chairs 5 high and return to storage area.
- Stack tables carefully on the provided trolley and rolled back under the stairs.
- All toilets must be left in a clean and tidy state.
- Cleaning equipment is provided and cleaning products are to be provided by hirer.
- Remove all rubbish from the hall. Failure to do so will incur a charge.
- Check that there is no glass, cans or bottles outside, including below the balcony.

## **Before you leave:**

- All lights must be turned off and heating turned off at the switchboard (located beside the men's toilet).
- Check that all taps in the kitchen and toilets, including the urinal, are turned off
- Check all doors and windows are securely locked.

**Cleaning Fee:** A Flat fee cleaning charge of \$300 will be charged if the Hall is not left in an acceptable condition. The hirer will be given one more opportunity to clean the hall again before the flat fee is initiated.



# WAIKATO SPORT FISHING CLUB

## HALL HIRE BOOKING FORM

(Please complete details in full)

Please email to

[hallhire@waikatosportfishing.co.nz](mailto:hallhire@waikatosportfishing.co.nz)

Date/s Required: \_\_\_\_\_

Name of Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Purpose of Hire: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Special Requests: \_\_\_\_\_

Bank a/c (for the bond refund): \_\_\_\_\_

I agree to comply with all Rules & Conditions of hire as set out in the Hall Hire Booklet. I understand that a failure to comply will result in forfeiture of my bond.

Signed (for Hirer)

Date:

*Office Use Only*

| Date Booking received      |       |                |  |
|----------------------------|-------|----------------|--|
| Fees                       | \$    | Date paid      |  |
| Hire Fee                   | \$    |                |  |
| Bond Fee                   | \$600 |                |  |
| TV Hire                    | \$    |                |  |
| Other Charges              | \$    |                |  |
| Invoice Number             |       | Receipt Number |  |
| Bond Refund                |       |                |  |
| Amount Refunded            | \$    | Date Refunded: |  |
| Amount Withheld            | \$    |                |  |
| Reason for amount withheld |       |                |  |