

St Peter's Village Hall – Information for Hirers

St Peter's Village Hall is owned and operated by the people of Paekākāriki. The Paekākāriki Community Trust manages the hiring of the hall.

Please ensure you are familiar with the following information regarding the booking and use of the hall.

Terms & Conditions of Hire

Hire rates cover use of the hall and stage, 25 trestle tables, (760mm x 1830mm), and 150 chairs.

The hall has a legal capacity of 195.

KITCHEN:

In the kitchen, there is a selection of cups, plates, and glasses, a limited supply of cutlery and a few basic implements. If you wish to hire more of these there is a per person charge. Please arrange prior to your event,

A kitchen charge applies if you are using it for more than making a cup of tea.

Please bring your own tea towels and rubbish bags.

NOISE:

Noise levels should not be excessive. Events at the hall are subject to the Kāpiti Coast District Council's noise control regulations. All hirers should respect the fact that the hall is located close to residential properties. Doors and shutters should be closed when loud music is being played.

Noise restrictions are in place - all noise must stop by 10.45pm from Monday to Saturday, and 8.30pm on Sunday.

Music and all loud noise must stop by this time. The hall must be vacated by midnight.

GENERAL USE OF HALL:

- ★ Hirers agree that for their own and everyone's safety, they will NOT have naked flames or candles in the hall.
- ★ Any hire is at the discretion of the Trust, and conditions may be varied by the Trust.
- ★ The Trust reserves the right to cancel bookings in exceptional circumstances should the hall be required for community use. We will provide a full refund.
- ★ In some instances it may be necessary for the Trust to request a cash bond from the Hirer.
- ★ Hirers agree to indemnify the Trust against any damage to the hall or its equipment.
- ★ Hirers are responsible for cleaning up after using the hall. The hall should be left in the condition it was in before the hire. All rubbish must be removed from the hall and the area around it.
- ★ Lights, heaters and electrical appliances must be turned off.
- ★ Please do not use detergent, soaps, or solvents on the floor; sweeping or water only.
- ★ If the hall and surrounds are not left clean and tidy, the hirer will be charged an additional fee.
- ★ No sticking posters on the paint work - blu tac is acceptable.

- ★ Hirers agree to obtain a special alcohol license if they wish to sell alcohol to persons attending any function or event in the hall. **It is not permitted to advertise BYO.**
- ★ If a hirer wishes to leave the hall or stage arranged in a way that impairs the hall's use by other hirers, they will be charged for the affected period, whether or not the hirer is actually in occupation of the hall during this time.
- ★ All hirers will complete the booking form online - agreeing to these terms and conditions. Bookings must allow time for set up and clean up - before and after the event.
- ★ Multi-day and long-term booking: As long-term bookings tend to disadvantage local residents, any long-term booking needs to be approved by the Trust.
- ★ Access to the hall: Someone will let you into the Hall at the start time you specified on the booking form. Call or text the following people, prior to your booking, if you have not heard from a member of The Trust.

Derek Borland - 021 654 339 or Francis Mills - 0210 565 787

- ★ The Trust reserves the right to have a Trust Member present at events to protect the interests of the Hall.
- ★ Most events are assigned a Host which is likely to incur a charge of \$25, depending on the time involved.
- ★ Should you require advice or assistance relating to AV or hardware, please contact us in advance to discuss.

ADVERTISING YOUR EVENT - this is the responsibility of the Hirer.

- ★ Via the Paekakariki village website - email the editor with your event details which will be added to the events calendar and on the local Facebook page. Email: editor@paekakariki.nz
- ★ Add us as co-organiser on Facebook to be automatically added to our page: facebook.com/StPetersHallPaekakariki

AFTER YOUR EVENT and before you leave

- Give the hall a good sweep. There is a broom cupboard in the hall entrance.
- Remove all rubbish; bins are not provided.
- Wash and put away anything used from the kitchen.
- Wipe down trestle tables.
- Stack tables under the projector box, between the stairs and the entrance.
- Stack chairs 10 high and store in the nook under the projector box, between the toilet and the entrance. Use the trolley for moving chairs.
- Make sure all the doors are locked.
- Turn off lights, fans, heating, and electrical appliances.

CANCELLATION POLICY

If a booking is cancelled by the **Hirer** within two weeks of the confirmed event date, a cancellation fee of \$50 **may** be charged by the Paekakariki Community Trust. A final decision as to whether the **Hirer** will incur a cancellation fee will be at the discretion of the Paekakariki Community Trust and extenuating circumstances will always be considered.