

# HIRE AGREEMENT FOR USE OF KERIKERI PRIMARY SCHOOL HALL ("the Hall")

**Hirers are expected to check KKPS website to ensure that their booking does not clash with existing bookings before completing this form**

**Date:**.....

**Name** of hirer (who in these terms is referred to as the **Hirer**):

.....  
(Note: Hire must be in the name of an individual, not a company or other organization)

**Phone:** .....

**Email:** .....

**Address:**

.....

.....  
(Note: A physical address must be specified, not a PO Box)

**Purpose for which the Hall will be used:**

.....

**Number of people expected to attend:**

.....

**Start Date:** .....

**End Date:** 31st December 20\_\_\_\_

**A new form must be completed for each year. Please complete early to ensure that you do not lose your regular booking space.**

**Frequency**

Once / Weekly / Monthly / Other

.....

**\$50 incl. GST per hour or part thereof. Chairs and 10 tables are also available.**

## Complete for casual bookings:

date	Time start	Time end

## Complete for regular bookings

	Time start	Time end
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

**Tick months required or tick here for 12 months** ☐

January		July	
February		August	
March		September	
April		October	
May		November	
June		December	

## Preferred invoice period:

Weekly ☐ Monthly ☐ Per Term ☐

**Please email the school to confirm your usage for invoicing on the last day of the week/month/term**  
[hall@kkps.school.nz](mailto:hall@kkps.school.nz)

**Notes:** Please advise if you will not require the hall at any stage during the year. Eg. Easter.

**Nb. A new form must be completed for changes to regular bookings.**

## Terms and Conditions

1. **License period:** The Hirer may only use the Hall during the agreed usage hours unless the School has otherwise agreed in writing. The Hirer must not sub-let the Hall.
2. **Noise:** The Hirer shall keep music to a reasonable level and no excessive noise is allowed.
3. **Responsibility for invitees:** The Hirer shall be responsible for the behaviour of all guests, invitees and occupants of the Hall during its use.
4. **Security / Alarm:** The Hirer shall ensure the Hall is vacated and securely locked and the alarm set at the end of each use and no later than 30 minutes after the Finish Time unless prior permission has been obtained from the School. The Hirer shall at all times make itself familiar with the setting on/off of the alarm. Any security call out fees or costs of caretaker call out arising out of the improper operation of, or failure to set, the alarm shall be paid by the Hirer.
5. **Parking and Access:** Parking is permitted only in designated parking areas outside school hours and it is prohibited on School grounds.
6. **Removal of rubbish and other items:** All rubbish and items brought onto the School by the Hirer or its guests must be removed from the Hall and School grounds by the Hirer at the end of every use. The license does not bestow any storage rights on the Hirer.
7. **Use of kitchen and other equipment:** The kitchen and all kitchen equipment must be left in a clean and safe condition at all times (including dishwasher unloaded and dishes replaced in cupboard). All other School equipment located in the Hall must not be used or tampered with in any way. All breakages, damage and misuse shall be reported to School office staff upon return of keys and shall be paid for by the Hirer.
8. **Utilities:** The Hirer shall ensure that all electrical heaters, power switches and lights are turned off at the end of each use with the exception of the fridge and freezer in the kitchen (which the Hirer must ensure remain turned on).
9. **Alcohol:** Organisers of functions on school property must send a written request to the principal if they wish to serve alcohol or allow BYO at any function. The organisers must have this consent before any alcohol is consumed.
10. **Fire risk:** Smoking and the use of candles, matches or gas heaters is not permitted in the Hall, on the School grounds or in any School buildings. The Hirer must appoint a fire warden who must familiarise him/herself with the School's Emergency Evacuation Procedure.
11. **Care of walls:** The Hirer must not attach any material of any kind to any surfaces in the Hall without prior written approval. This means that staple guns, tacks, sellotape or nails must not be used for erecting decorations on walls, curtains or ceiling. Any materials permitted to be attached to surfaces must be removed immediately after the Function.
12. **Care of floors:** The Hirer must ensure the Hall floor is not damaged whether by footwear, the moving of furniture and equipment (which must be carried not dragged) or otherwise.
13. **Cleaning:** The Hirer must ensure that the Hall is cleaned to a reasonable standard immediately after each use.
14. **Keys:** All key arrangements are to be made through the School office. Long-term licensees are permitted to hold a key and use the hall on their agreed usage dates without the direct involvement of the Board or a school employee. Casual licensees must collect the key from the School office, no more than 48 hours prior to the date of use between the hours of 9am and 3pm on Monday to Friday, and shall return the key to the School office on the school day immediately following the use during the same hours.
15. **Variations:** These terms and conditions (including Hire Rates) may be varied at any time at the School's discretion. In the case of long term licenses, three months prior notice of any variation shall be given.
16. **Termination by School:** A Licensee's use of the Hall may be terminated with immediate effect if, in the opinion of the Board, any of the conditions of this license are not being met to the satisfaction of the Board. In the case of long term licenses, the School may give one month's notice of termination of this license if breaches of the terms of the license are recurring on a consistent basis.
17. **Termination by Hirer:** Long-term licensees must give one month's prior notice of their intention to terminate this license. A payment of one month's license fee in lieu of notice is acceptable.
18. **Use of Hall by School:** The School may give long term licensees 1 week's notice of its desire to use the Hall on any date normally used by the Hirer under the terms of this license.
19. **Damage and Injury:** The Hirer is liable for, and indemnifies the School and the Board against, any damage caused to the Hall and all other loss to and costs incurred by the School arising directly or indirectly from the hire of the Hall by the Hirer, fair wear and tear excepted. Such damages, losses and costs shall be invoiced to the Hall Hirer. The Board delegates to the employees at the School office the authority to inspect the Hall to determine whether any damage has occurred.
20. The Hirer indemnifies the School and the Board against any liability incurred by the School in respect of injuries to persons or damage to property that may arise out of the hire of the Hall by the Hirer.
21. **NB: re the use of the hall for sports; users must ensure that balls are not deliberately thrown into the ceiling panels, projector, walls, doors and windows. It is our expectation that games will be played with due diligence and respect of the facilities. As stated above any costs to repair damage will be passed onto the Hirer.**
22. **No assignment:** This agreement is personal to the Hirer. The Hirer may not sublicense this license.
23. **Cancellation:** A hirer must give a minimum of 48 hours notice via email, that they no longer wish to hire the hall. Failure to do so will result in being charged 50% of the hireage fees.

Kerikeri Primary School ("**the School**") grants the Hirer an authority to use the Hall on, and the Hirer agrees that his/her use of the Hall is subject to the terms and conditions set out in this Agreement. **NB: re the use of the hall for sports such as basketball; users must ensure that balls are not deliberately thrown into the ceiling panels, projector, walls, doors and windows. It is our expectation that games will be played with due diligence and respect of the facilities. Any costs to repair damage will be passed onto the Hirer.**

Signed by the Hirer: ..... Date: .....

Print Name: .....

Signed on behalf of the School: ..... Date: .....  
*The Principal*

Kerikeri Primary School is a smoke-free & vape-free environment at all times.



**Emergency contacts:  
027 4081738**

**Or if regarding the alarm:  
Monitoring New Zealand  
ph 09 303 4580**