**Maraetai Beach Community Hall**

**Venue Hire**

**Conditions of Hall Hire – Day Events**

Thank you for your enquiry.

Anyone booking the hall for an event must complete the Venue Hire Agreement.
Complete and sign the agreement and either scan to maraetaihall@gmail.com or post to 12 Rewa Road, Maraetai, within 14 days of your event

Maximum number of people allowed in the hall is 100. Bookings must not exceed this number..

Full payment of the hire charge and the bond must be paid 14 days before the date of hire.
If you would like a receipt of payment please email your request to maraetaihall@gmail.com.

**Hire fees for Day Events**
Day Events (events finishing before 5.00pm). You will need to book in adequate time thereafter for clean up.

* $20.00 per hour including set up and clean up time. Please calculate enough time for you to set/clean up.
* $75 admin and service fee.
* $100 refundable bond.
* $100 cancellation fee will be retained for any cancellations made within **one month** of the hire date.

Keys can be collected at the time of your set up and/or event start time and need to be returned as agreed with the administrator.

**Clean up after the event**

* All your equipment, possessions and rubbish must be removed.
* Hall must be swept, and all surfaces used wiped down.
* Fridge and benches in the kitchen must be left clean.
* All dishes washed and put away. Please use your own tea towels.
* Chairs and tables must be stacked and put away.
* Toilets and bathroom areas must be left clean.

Hirer is responsible for locking and securing the building.

Hirer is responsible for any damage, breakage or loss to venue furnishings or equipment.

**Alcohol**
Liquor is only allowed in the Hall in accordance with the requirements of the Liquor Licensing Laws. If Liquor is being sold at the event the hirer must obtain a liquor license and provide proof of the said license to the Maraetai Beach Hall Committee. If Liquor is not being sold you do not require a license. Substantial food must be served along with non-alcoholic drinks. A sober person must be responsible for serving the drinks.

For events with over 50 people a security person must be on the door. This can be someone attending the party but they must be a responsible adult.

If liquor is to be sold on the premises, a temporary liquor licence is required. This form can be obtained from aucklandcouncil.govt.nz (NOTE: Council require 20 days to approve license) A fee of $63.25 applies, for a one off event under 100 people. Please supply a copy of this licence for our records before the hire date.

**Other**

* Decorations, scenery etc may only be attached with Blue Tack.
* Do not use sellotape, pins, drawing pins or nails in the hall.Use of confetti and glitter is prohibited.
* Smoking is permitted on and around the designated front steps area only. No Smoking within any of the building or the children’s outdoor play area.
* The Maraetai Beach Community Hall reserves the right to refuse, vary or cancel bookings.
* The Maraetai Beach Hall Committee reserve the right to terminate any function immediately where the term and conditions of the Venue Hire Agreement are contravened during a hire period.
* Bond will be returned within 14 days of the event less any deductions for cleaning or damage.

Please feel free to contact us at any time with questions.
We are more than happy to help ensure your event is successful.