**Maraetai Beach Community Hall**

**Venue Hire**

**Conditions of Hall Hire – Night 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.

**Hire fees for a night event**
Evening Events (any event with any part of it after 5.00pm)

* $50.00 per hour hall hire.
* $100 admin fee. Included in this fee is 1 free hour, which can be allocated to your set up or clean up time.   If you require longer set up time, you will need to pay for extra hours. Please note, clean up needs to be undertaken by the next day of your event, before 12 noon.
* $500 refundable bond.

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.

**Hire Rules**

* Bands must stop playing at 11.00pm and other forms of music must stop by 11.30pm. Premises must be vacated by 12.00 midnight.
* All people must leave the hall and surrounding area by 12.00 midnight.
* The hirer is responsible for ensuring that noise outside the venue is kept at an acceptable level at all times.

**The closing time must be strictly adhered to. The Maraetai Hall is situated in a residential area. Users need to be respectful and considerate of neighbours. Any distress to neighbours will seriously undermine the future use of the hall for evening events. If you have any concerns that your guests may not be able to follow these rules please do not hire this hall.**

**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 cleaned if used.
* 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.

A $200 Cancellation fee will be retained for any cancellations made within one month of the hire date.

The Maraetai Beach Community Hall reserves the right to refuse, vary or cancel bookings.

Smoking is permitted on and around the front steps area only. No Smoking within any of the building or the children’s outdoor play area.

**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.

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.

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.

**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 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.