**Maraetai Beach Hall - Night Hire Agreement**

**This application is to be completed and approved before venue booking can be confirmed.**

Date of Hire:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Hirer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby agree to hire the Maraetai Hall for the purpose of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Start time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Closing Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 **ALCOHOL:**
If liquor is to be sold on the premises, a temporary liquor licence is required. This form can be obtained from aucklandcouncil.govt.nz for a small charge (NOTE: Council require 20 days to approve license) Please supply a copy of this licence for our records before the hire date.

If Liquor is NOT FOR SALE, a signature is required to confirm this:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ACCESS:**
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.
Access to the hall cannot be given more than 1 hour before the stated start time. If you require more set up time you may contact us. Contact maraetaihall@gmail.com. More time may be given at the discretion of the Maraetai Hall Committee.

**HIRE FEES:**
$50.00 per hour plus a $100 fixed admin fee. A $500 refundable bond is also payable.
Included in this fee is 1 free hour set up/decorate time and free clean up time the following morning before 12 noon. Full payment of the hire charge and the bond must be paid 14 days before the date of hire.

**IMPORTANT POINTS:**
All music must stop by 11.30pm. Premises must be vacated by 12.00 midnight.
The closing time must be strictly adhered to as per the Conditions of Hall Hire document.
Clean up must be performed thoroughly as per terms set out in the Conditions of Hall Hire. Hirer is responsible for locking and securing the building.
Hirer is responsible for any damage, breakage or loss to venue furnishings or equipment.
Failure to adhere to the above will result in the hirer forfeiting all or part of the bond paid.

**BOND REFUNDS AND CANCELLATION FEES:**
Bond will be refunded within 14 days of the hire completion. A cancellation fee of $200 will be retained for any cancellations made within one month of the hire date.

**PAYMENT BY INTERNET BANKING:**
Maraetai Beach Community Hall Account 38-9017-0094550-00 Use your name and hire date as reference.

**DECLARATION AND CONSENT TO TERMS OF AGREEMENT**

I/We have read the terms and conditions set out in the Conditions of Hall Hire Document.
I/We agree to leave the venue in a clean and tidy condition and respect closing time and noise rules.
I/We agree to deductions from my bond being used to pay for any damage or loss of the property during hireage.

**Signed**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_