

Castle Hill Village Hall

Private Hire

Hall Hire

Terms & Conditions

All hires are subject to the terms and conditions of the rental contract.

DUTIES

The Hirer appoints a **Chief Fire Warden** whose responsibilities are:

- On entering the hall, you must check that the fire exits are clear of any obstruction and remain clear during hall use.
- Check that the two illuminated fire exit signs are working. Then sign off the FFP form on the clipboard at the back door - yellow sheet.
- It is important you understand the evacuation procedures. Please read the signs located at the evacuation exits.
- You are responsible to ensure all occupants evacuate to the assembly point – the Pétanque Court.
- You must explain to those using the hall where the toilets, fire exits and assembly area are, and what to do if the fire alarm sounds or if there is any emergency.

Responsibilities

The Hirer who opens the Hall, is responsible for the following:

- No persons under 18 years are to be present unsupervised
- Children are to be supervised at all times
- Occupancy shall not exceed 75 people.
- If you leave the Hall, you must either lock up or nominate another responsible person in place.
- The Hirer is liable for any damage incurred, while the hall is in their care
- Ensure that any function does not result in unreasonable noise or behaviour. Hall use to cease by midnight cleanup completed, and carpark cleared by 1 am
- Ensuring the hall is left in a clean and tidy condition
- Recording your visit by either completing the logbook or using the QR code at the back door.
- On leaving you must check all doors from the outside to ensure they are locked

Rules

- **Accommodation:** the hall **cannot** be used as an overnight sleeping space, other than by the CRT in an emergency event.
- **Alcohol:** Subject to the rental contract
- **Climbing wall:** this is only accessible to trained supervisors. Contact cwm@chca.org.nz for more details
- **Loft:** This is off limits to all users
- **No Smoking:** The hall and surrounds are a non-smoking area.
- **Parking:** please ensure the disabled park and fire trailer entrance are kept clear.
- **Rubbish:** All rubbish and recycling must be removed when you leave.
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Before you arrive.

- If using the BBQ please bring your own gas bottle.
- Bring Tea towels but all other cleaning gear is provided
- Bring sports equipment for the tennis court, basketball hoop, pétanque court and village green.
- SH73 is an alpine highway vulnerable to snow, heavy rain, wind and earthquakes - be prepared. Carry chains in winter.

Access

- The lock box is situated at the rear entrance to the hall, and the lock box number is available through the booking form.
- The top lock box contains the key for the back door and a key for the lean-to for the firewood.
- For hall security do not pass on the key code to unauthorised users.
- Please make sure you return the key to the lock box as the CH Hall also serves as an Emergency Welfare Centre

Opening Up

- Check that the cold water is running in the kitchen sink, before turning on the power to the instant hot water unit (switch on the wall above the hot water unit)
- Turn and leave on the switch above the sink, for hot water to the sink
- Tables, chairs and whiteboards are in the storage room. The door is latched at the top right corner. Please relatch when finished for the safety of children.
- The BBQ is also in the storage room. Move the BBQ to outside through the back door in the storeroom. Key is by the door and unlocks the door from the outside.
- The cleaning cupboard key is on the inside right of door frame of the storeroom. Please keep locked when not in use for children's safety.
- Check the water is running in the cleaning tub before turning on hot water switch
- The plastic key in the cleaning cupboard opens the dispensers for the hand towels in the toilets
- Spare toilet paper and hand towels are also located in the cleaning cupboard

CLEANING/CLOSEDOWN CHECKLIST

Use it to guide your cleaning and close-down of the hall.

Area	Action	Y/N
Kitchen	All dishes are either washed and returned to the cupboards and shelves, or they are clean in the dishwasher (you have left before the cycle finished).	
	Benches are clean and clear. Shelves clean.	
	Hot water turned off at wall and above water heater.	
	Food removed from fridge and freezer from your use.	
	Tea towels in a neat pile if you did not bring your own.	
	Floor swept/vacuumed and mopped if stained.	
	Stove/oven, and microwave cleaned and switched off at wall.	
	Rubbish and recycling removed from all bins. Bins cleaned if necessary. Replace bin bags (replacements in cupboard in kitchen). Note location of skips down Luge Loop	
Toilets	Bowls and basins cleaned.	
	Rubbish removed.	
	Floor swept/vacuumed and mopped if necessary.	
Hall	Benches stacked 2 high , and trestle tables and chairs put away. All 3 chair stacks put into the storeroom.	
	Floor swept/vacuumed and mopped if dirty. Extra attention around fire if used.	
	Mats shaken.	
	Any Chairs and stools taken outside for your use returned to hall.	
	Heat pump turned off.	
	Sliding door locked, checked.	
	Fire exit door is automatically locked from the outside, check from outside	
	Curtains and blinds left open	
	All lights off, including toilet lights .	
	BBQ cleaned and returned to room. BBQ access door locked from the outside and key replaced on hook inside, next to door.	
	Cleaning room hot water switch is OFF. Mops left on hooks to dry. Door locked and key returned to storeroom.	
Closedown	Fire exits are clear.	
	Back door locked and key replaced in lock box.	
	Check, from the outside, all doors are locked	

Have you scanned the QR code by the back door and entered your details? It is important that we record hall use.

Thank you for helping the Castle Hill Community care for this facility.