



Omokoroa Settlers Hall Society Incorporated
334 Omokoroa Road
Omokoroa

email: settlers.hall@gmail.com

website: www.settlershall.co.nz

Terms and Conditions of Hire

To be retained by the Hirer and strictly adhered to

The Omokoroa Settlers Hall is a Community Hall and from time to time, occasions such as: funerals, public meetings and the like are held. In this instance, your regular Hire may be disrupted. OSH will endeavour to provide adequate notice to enable you to notify your Group Attendees.

Large Hall capacity: 180 Small Hall capacity: 65

Hire Charges:

- All Hire charges and other fees to be paid for the Hire shall be paid in full upon receipt of Hire invoice(s)
- Hirers must provide a **fourteen (14) day notice period** re any cancellation/change of booking(s), otherwise the Hirer will be invoiced for their original Hire fee(s)
- Extra costs will be incurred by the Hirer to cover the expense(s) of any equipment/damage/breakage/repair/extra cleaning that may be required post Hire
- Your deposit (if applicable) will be returned once the OSH Booking Officer or OSH Committee Member is satisfied the Hall has been left “as found”
- Lock Box Instructions will be provided to you upon signed confirmation of this document, OSH Health And Safety as well as any other documents required by the OSH Booking Officer

Alterations, Additions and Decorations:

- The Hirer shall not cause or permit the use of any added equipment/fittings/fixtures in either Hall or the foyer without approval from the OSH Booking Officer or an OSH Committee Member

Damage to Hall Equipment/Fittings/Fixtures and/or Breakage:

- Any damage or breakage to equipment/fittings/fixtures in either Halls (internal or external) or the foyer caused by the Hirer or any person(s) present during the period of Hire, must be notified to the OSH Booking Officer by the Hirer; the Hirer will be held responsible for the full cost(s) of any and all damage/repairs

Function Bookings:

- Approval of any function will be at the discretion of the OSH Booking Officer or OSH Committee Member

- Events such as discos, dances and/or other forms of public entertainment/meetings must be initiated by a specific organisation
- Hirers must provide sufficient supervision/security during their Hire period to ensure the safety of all attendees
- Persons seen to be under the influence of alcohol must not be allowed to enter the Halls or to be served alcohol
- Any function (or similar gathering) must be by invitation ONLY
- NO talcum powder is to be used on the Hall floors

WBOPDC – Alcohol Licensing For Events – Omokoroa Settlers Hall:

As long as it is a private event and you are not selling any alcohol, you do not require any form of licence.

Alcohol Sale/Supply:

If your function includes the sale/supply of alcohol, a **special liquor licence** must be obtained from the Western Bay of Plenty District Council, (if required, OSH can provide a letter of application for consent).

However, please note that under the Sale and Supply of Alcohol Act 2012, a “Sale” includes the following instances:

- Charge a fee (however described, and whether an entry fee, a ticket price, or a payment of any other kind) for an alcohol-inclusive matter; and
- Require, ask for, or (expressly or by implication) suggest the making of a koha or other donation (whether to be made before, after, upon entry or during the event, activity, or function concerned) in relation to an alcohol-inclusive matter
- In any of these cases a special licence would be required. Please allow ample time for this process to be completed. Applications must be filed a minimum of 20 working days prior to the event/function. The application form can be downloaded from the WBOPDC website at: <https://www.westernbay.govt.nz/our-services/alcohol/Documents/ApplicationforSpecialLicence.pdf>

It is the Hall Hirer’s **responsibility** to have adequate controls in place to prevent intoxication, (such as having food and water available). The Alcohol Licensing Inspector requests that the Hirer makes a plan to avoid drinking and driving by Attendees. Some examples include: having designated “sober drivers”, using a courtesy vehicle or another safe option of transport. Alcohol.org.nz has some helpful [tips for hosts](#), that are useful.

Care of Hall:

- It is the responsibility of the Hirer following the conclusion of the Hire to clean the Hall(s) and to leave the facility “as found”
- If cleaning is not completed satisfactorily, any cleaning costs will be charged to the Hirer to recover any and all expenses involved
- All cleaning shall be completed by 8.00 AM of the day following the Hire or at least two (2) hours before the next Booking (whichever is the earlier)
- Large Hall equipment/appliance usage notices are located in the blue ring binder above the microwave oven in the kitchen (eg: OSH Large Hall kitchen cupboard contents, Fisher & Paykel Free Standing Range and Mitsubishi Air Conditioner Instruction Manuals); Small Hall equipment/appliance usage notices are in the blue ring binder above the microwave oven in the kitchen

Cleaning Equipment:

- A dry mop, broom, dust pan and brush are located in the foyer entrance cupboard, another dust pan and brush is located next to the refrigerator in the Large Hall kitchen; these items are also available in the Cleaner's Room in the Small Hall (the Cleaner's Room cupboard marked "CN2" contains a broom, dry mop as well as wet mop and bucket)
- A vacuum cleaner is in the foyer cupboard
- All cleaning chemicals are kept in locked cupboards located in the Small Hall Cleaner's Room (please contact the OSH Booking Officer or Committee Member if you require these items to clean up Post Hire)
- Spare paper towels, toilet paper, hand soap and rubbish bags are available on the shelf in the foyer entrance cupboard or there should be spares located in each toilet
- Dish washing liquid is available in the cupboards under the sinks in the Large and Small Hall kitchens (please bring your own tea towels, sponges, table linen, etc; please take these items with you after your Hire)

Cleaning Instructions:

- Dry mop and sweep (dry mops and brooms are located in the entrance foyer cupboard as well as in the Cleaner's Room in the Small Hall); shake the dry mop clean outside; use the dust pan and brush to collect dirt or vacuum; wash and mop floors (if required) with hot water and methylated spirits ONLY
- **Remove** all rubbish from the inside bins, clear the car park area of all rubbish including cigarette butts - (smoking/vaping is ONLY allowed 10 meters from the Halls' exterior walls); take your bottles and cans away for recycling
- Wash, dry and replace all cutlery, crockery, glassware as well as any other OSH items used during your Hire
- Wipe microwave, stove top, benches, refrigerator and other surfaces
- All interior lights, heating/cooling pumps must be turned off; windows, doors as well as Fire Exits locked and ensure the Halls are left secure

Sterilizer Appliance Use (Large Hall only):

- Please refer to the Sterilizer Instructions (which are clearly displayed next to the appliance in the Large Hall kitchen)

Frist Aid Kits

- Available on top of the refrigerator in the Large Hall kitchen and next to the microwave in the Small Hall kitchen

Defibrillator:

- The OSH AED Defibrillator Unit is located in the clearly marked alarmed metal cabinet in the Hall foyer (signage has been placed throughout the Halls showing the Defibrillator's location)
- If it is needed – please follow the recorded prompts

Call "111" in any emergency situation

Go To The Assembly Point Sign On The Railway Boundary Fence

General:

The OSH Operations Manual is located in blue ring binders on top of the microwave ovens in the Large and Small Hall Kitchens. Each Manual contains: OSH Committee Members and Contact Information, OSH Health And Safety Document, OSH Accident/Incident Report Forms (blank – to be completed as and when required), Western Bay Of Plenty District Council Guidelines for Events, OSH Points Of Hire, OSH Post Hire Checklist, OSH Terms And Conditions Of Hire, OSH Frequently Asked Questions.

Alarm and Fire Systems:

- The OSH Alarm System is operated by the OSH Booking Officer and cleaning contractor; if your Hire is scheduled to finish after 11.00 PM, the OSH Booking Officer will make the Alarm System adjustment
- If the Fire System is activated, please immediately follow the recorded instructions and clear the buildings promptly and go to the assembly point
- NB: there is a fire extinguisher and fire blanket in the Large Hall kitchen

Right of Entry:

- Any Omokoroa Settlers Hall Society Incorporated Committee Member or Officer of the Western Bay of Plenty District Council (on production of identification) may enter the Halls at any time

The Hirer shall not hold the Omokoroa Settlers Hall Society Incorporated liable for any loss/damage to any Hirer’s personal effects/property incurred during Hire.

The Hirer of the Hall will indemnify the Omokoroa Settlers Hall Society Incorporated against claims by the Australian Performing Rights Association in respect of copyright fees if any.

OMOKOROA SETTLERS HALL SOCIETY INCORPORATED

Name/Organisation (please print): _____

Signature: _____

Date: _____



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Health And Safety Document

Please note the following Health And Safety information during your Hire:

- Wet floors to be wiped immediately and a yellow warning sign displayed (this is located in the Cleaner's Room in the Small Hall)
- Chairs to be returned where found, stacked neatly and safely; please use the trolleys provided, move a stack of four (4) chairs at a time from the back of the chairs
- Trestle tables are in the storerooms of the Small Hall and at the rear of the Large Hall; these are to be carried, erected, dismantled and replaced to point of origin by two (2) people and stored table top to table top to minimise any damage
- Stage Modules (Large Hall only) to be lifted, placed and replaced by two (2) people using the holders; use adequate support/tie downs if transporting the Modules for Offsite Equipment Hire
- Sterilizer – see Sterilizer Instructions (Large Hall only)
- All OSH equipment, fittings and fixtures to be used with due care and attention
- All OSH equipment to be stowed in an appropriate manner and left “as found”
- Carpark traffic and pedestrian safety speed limit: **5 km**
- All OSH electrical equipment to be used with care as well as awareness to cords/cables
- All Exit areas and doors must be kept clear at all times
- Children under the age of fourteen (14) **must be** supervised by an adult **at all times**
- Observe and note:
 - First Aid Box positions (on top of the refrigerator in the Large Hall kitchen and next to the microwave in the Small Hall kitchen)
 - Fire Exit locations (all are clearly marked throughout both Halls); a fire extinguisher and fire blanket are located in the Large Hall kitchen
 - AED Defibrillator location (main foyer)
 - Ice (or frozen peas) in case of injury are located in both Hall's kitchen freezers (complete an Accident/Incident Report Form if/when required)
 - Boiling water warning signs

IN THE EVENT OF AN EMERGENCY – CALL “111”

GO TO THE ASSEMBLY POINT SIGN ON RAILWAY BOUNDARY FENCE

Name (please print): _____

Signature: _____

Date: _____



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POINTS OF HIRE

- The Hall key is accessed via a Lock Box; instructions will be sent via email upon receipt of all Hire documents requested by the OSH Booking Officer
- Lock Box location: on the right-hand side of the outside entryway notice board
- The Halls **do not** provide table linen, tea towels, dish washing detergent or cleaning cloths/sponges
- If the other Hall is in use, please be considerate
- All OSH equipment is in cupboards or the designated storage areas – if in doubt – please ask
- If your function/event includes the sale of alcohol, a **special liquor licence** must be obtained from the Western Bay of Plenty District Council, (if required, OSH can provide a letter of application for a special liquor licence consent). Please allow ample time for this process to be completed.
Liquor License Applications must be filed a minimum of 20 working days prior to the event/function. The application form can be downloaded from the WBOPDC website at:
[https://www.westernbay.govt.nz/our-services/alcohol/Documents/Application for Special Licence.pdf](https://www.westernbay.govt.nz/our-services/alcohol/Documents/Application%20for%20Special%20Licence.pdf)
- Mugs, cups, glasses, plates and cutlery are available in the Large and Small Hall kitchens
- Use Sterilizer (Large Hall only) to clean used crockery and cutlery - see Sterilizer Instructions
- A PA system, Smart TV and WiFi are available for use (Large Hall only)
- Heat/cooling pumps – see Heat and Cooling Pump Instructions
- Trestle tables are in the storeroom of the Small Hall and at the rear of the Large Hall; these are to be carried, erected, dismantled and replaced to point of origin by two (2) people and stored table top to table top to minimise any damage
- Chairs to be stacked neatly and safely, please use the trolleys provided; move a stack of four (4) chairs at a time (lift onto the trolleys from the back of the chairs)
- Check all OSH equipment has been replaced correctly
- Follow the Care of Hall instructions provided
- If necessary, wash floors with hot water and methylated spirits **only**
- Check all lights are off (including those in the storage areas, toilets and foyer)
- Check all doors, windows (put blinds down), Fire Exits and Lock Box are securely fastened/locked
- Remove all rubbish/waste including bottles and cans

PLEASE LEAVE THE HALLS “AS FOUND” FOR THE NEXT HIRE

Received, Understood and Acknowledged By: (Signature and Date):



Ōmokoroa Settlers Hall Society Incorporated
334 Ōmokoroa Road
Ōmokoroa
email: settlers.hall@gmail.com
website: www.settlershall.co.nz

POST HIRE CHECK LIST

- Follow the Care of Hall instructions provided
- Use one of the dust pans and brushes to remove any surface dirt/grit or vacuum
- Wet mop and bucket – wash ONLY with hot water and methylated spirits (please arrange with the OSH Booking Officer if you will need to open the locked cupboards in the Small Hall Cleaner’s Room to access methylated spirits and/or other cleaning chemicals)
- Check all bins are empty and clean, replace bin liners and remove all your rubbish/waste
- Check all floors as well as toilets are clean and outside area for rubbish
- Make sure the fridges/freezers are empty
- Pie warmers off and unplugged from walls
- Crockery/cutlery/glassware (if used) left clean and dry as well as replaced where taken from
- PA system/Smart TV and Sterilizer switched off (Large Hall only)
- Heat/cooling pumps off
- Blinds - down
- All lights off (including storage areas)
- All windows, doors, Fire Exits and Lock Box securely fastened/locked

PLEASE LEAVE THE HALLS “AS FOUND” FOR THE NEXT HIRE

Received, Understood and Acknowledged By (Signature):

Date: _____



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FREQUENTLY ASKED QUESTIONS

What about Music?

- Generally acceptable until midnight as long as it is not too loud – as there are houses nearby – please be considerate
- The OSH Booking Officer/OSH Committee endeavours not to have Bookings that clash eg: a function/celebration at the same time as another Hire

Who does the cleaning Post Hire?

- OSH will charge the Hirer a fee for cleaning if the Halls are not left “as found”
- Please familiarise yourself with the cleaning instructions and equipment locations

How big is the carpark?

- Tarsealed area holds about 40 cars and grassed area 10 - 15
- There are 3 designated disabled carparks

Do others use the carpark?

- Yes – the Playcentre on weekday mornings and the Toy Library Saturday mornings
- Be aware of pedestrians and keep to the 5 km carpark speed limit

What about alcohol consumption?

- You may serve alcohol to invited guests at no charge
- If you intend to sell alcohol, sell tickets that include alcohol, or charge an entry fee where alcohol is provided, you will need to obtain a Special License from the Western Bay of Plenty District Council before your event; please check with the Booking Officer
- Never provide alcohol to minors, uninvited guests or someone who is intoxicated

Terms and Conditions?

- All Hire charges and other fees to be paid for the Hire shall be paid in full upon invoice receipt
- Hirers must provide a **fourteen (14) day notice period** re any cancellation/change of booking(s),
- Extra costs will be incurred by the Hirer to cover the expense(s) of any equipment/damage/breakage/repair/extra cleaning
- Please leave the Halls “as found”
- For further T&C details, please go the OSH website: www.settlershall.co.nz for these as well as all other relevant Hall Hire information

What about security and guests?

- Security is the responsibility of the Hirer
- We recommend keeping your event by-invitation-only and avoid advertising it publicly or on social media – open FaceBook invitations in particular can lead to uninvited guests
- Leave the building secure upon departure

Can BBQs be used?

- BBQs are permitted (only if the BBQ does not create a fire risk) with prior approval from the Booking Officer
- Do not leave oil or fat on the ground
- Use well away from the deck and buildings
- Please discuss/advise your plans with the Booking Officer

Tables and Furniture?

- We have 38 trestle tables across the facility
- Each trestle table measures 1.8m (L) x 0.7m (W) and will seat six to eight (6 to 8)
- Chairs are also available – please indicate the number you need when you complete the Booking Form
- The Large Hall has 10 stage modules, each 1.2 m x 1.2 m x 0.4 m high along with 2 step up/down forms
- The stage modules, tables and chairs can be configured to suit your event

○ Rubbish and Recycling?

- Remove all your rubbish/waste and take away your bottles and cans for recycling

○ How do we pay?

- The OSH Booking Officer will inform the OSH Treasurer of your Hire details
- Functions/Events/Parties/Offsite Equipment Hire are payable in advance
- Regular weekly/monthly Hire and storage charges are invoiced at the beginning of each month
- All OSH Hire payments are via internet banking

○ What about the heating/cooling?

- Instructions are next to each heat/cooling pump's control panels
- Set required heating/cooling temperature via the control panel buttons
- Pumps will stay on for an hour; to reactivate – press the square button again

○ Hot water for coffee/tea?

- There is constant **boiling** water in the Large Hall kitchen as well as a Zip in the Small Hall kitchen (this must be switched on as soon as you arrive as it may take up to an hour to boil water)

○ Toilet paper, paper towels, soap and bin liners supplies?

- These are all provided by OSH

○ What's available to use in the kitchens?

- Mugs, plates, cutlery, kitchen utensils, platters and trolleys/trays
- Bring and take away after your Hire: table linen, tea towels, sponges, personal belongings, etc