

## TERMS AND CONDITIONS

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1. All bookings must be made via the school office between the hours of 0830am-0330pm.
2. Te Kura O Te Whakarewarewa will have priority at all times. Every effort will be made to give reasonable notice of any changes to regular bookings and assist with alternative arrangements if possible.
3. Keys will be issued and signed out from the school office during school hours and are to be returned and signed in at the end of the hire period. A staff member will instruct you on the alarm system and give any further information as required.
4. The school grounds and buildings are **"SMOKE FREE ZONE"**
5. Alcohol is not to be consumed in the hall or on the school premises without permission from the Board of Trustees. The **selling** of alcohol is **not permitted** without a liquor license. It is the responsibility of the hirer to obtain any such license. The hirer is required to contact the Licensing Officer at Rotorua Lakes Care to ascertain whether a license is required. A copy of the license or a letter from the council must be provided to the school prior to the event.
6. ***No parking on the oval field or the decking at the access way to hall, and the road way must be clear at all times. Parking of vehicles must use designated parking which is located at the bottom field.***
7. Both parties (Board/Hirer) are to give four weeks' notice when terminating hire.
8. The Caretaker will walk through prior to and after use. Hirers will be informed within 24hrs should any damage occur.
9. Alarms being set are the responsibility of the Hirer. Any callout charge will be the responsibility of the Hirer.
10. Minor damage will be the responsibility of the hirer and must be paid within 30 days.
11. If major damage occurs requiring an insurance claim the hirer will be liable to pay the excess.
12. Hirers will be liable should damage occur to the floor. No Stiletto type shoes heels are to be worn and furniture must be lifted across the hall floor, not dragged.
13. Kitchen facilities in the hall are available for hire if required. The cleaning of the kitchen area including bench tops and appliances and floors must be completed to a high standard(how it was found)
14. All furniture is to be stacked in the appropriate area on final departure.
15. The main and ablution areas are too be swept daily and mopped on final departure.
16. ***Rubbish is too be removed by hirer.***

17. Staples, tacks, nails or other devices damaging to surfaces must not be used in the erection of displays. Any existing displays must not be interfered with. If damage occurs you will be liable.
18. Windows and doors are to be secured and locked when hall is not in use and on final departure.
19. Extra care is to be observed when driving around the oval, especially during school hours.
20. The school takes no responsibility for damage or theft to private vehicle while in school grounds.
21. The school takes no responsibility for damage of theft of individual property while in school grounds.
22. Review of the hire of school facilities will be done annually.