

# OKURA HALL

## Venue Hire Agreement / Terms and Conditions.

### (The hirer must agree to these Terms and Conditions)

1. The Okura Hall is managed by the Okura Residents and Ratepayers Association (ORRA)
2. Hireage rates and additional charges are included in this document – see below.
3. Any persons wishing to hire the hall must be 18 years or older.
4. All booking requests are to be made via the ORRA email address: [okura.residents@gmail.com](mailto:okura.residents@gmail.com)
5. It is the responsibility of the hirer to ensure the hall is suitable for the purpose they require it and is given the opportunity to view the hall, in advance, by arrangement.
6. When making a booking the hirer must disclose to ORRA for what purpose they wish to hire the hall, how long they wish to hire the hall for, how many people will be attending, and any other details requested by ORRA.
7. The hirer must ensure the function is conducted in a responsible way.
8. No alcohol may be sold at the function.
9. The hall is expected to be left in the condition in which it was found. Any additional cleaning or costs of repair or loss of hall property will be on-charged to the hirer. In the first instance, this cost will be deducted from the bond. If the costs exceed the bond, the hirer will be liable for the additional costs.
10. This is a community hall nestled in a residential area. Noise levels must be kept to an acceptable level at all times. Any evening function must be completed by 11pm. The hirer may stay on for up to an hour afterwards, for the purpose of cleaning up.
11. The hall keys must be immediately returned after the event to the pre-arranged location.
12. If a fire alarm is set off, other than for an emergency, ORRA reserves the right to impose an additional fire service fee of up to \$1500+GST and hold the Hirer liable for that amount.
13. All payments must be made by at least one week before the event and are to be made to the following account:

Kiwi Bank    Okura Ratepayers Account 38 9008 0840371 02

**PLEASE NOTE:** The hall is only free to ORRA members, if it is being used for a non-commercial purpose. If it is been used for free, then we ask that the hall is left clean and tidy and that the hirer provide their own rubbish bags and take them away with them after their event. Thank you.

<b>OKURA HALL Hire Rates 2018</b>	<b>Function Room (inc kitchen)</b>	<b>Meeting Room</b>
<b>Weekday mornings:</b>		
Casual Rate	\$10/hr (8am–12pm \$40)	\$5/hr (8am–12pm \$20)
ORRA Discounted Rate	FREE	FREE
<b>Weekday afternoons:</b>		
Casual Rate	\$10/hr (1pm–5pm \$40)	\$5/hr (1pm–5pm \$20)
ORRA Discounted Rate	FREE	FREE
<b>Weekday evenings:</b>		
Casual Rate	\$10/hr (6pm–11pm \$50)	\$5/hr (6pm–11pm \$25)
ORRA Discounted Rate	FREE	FREE
<b>Saturday or Sunday morning:</b>		
Casual Rate	\$50 (8am–12pm)	\$30 (8am–12pm)
ORRA Discounted Rate	FREE	FREE
<b>Saturday or Sunday afternoon:</b>		
Casual Rate	\$50 (1pm–4pm)	\$30 (1pm–4pm)
ORRA Discounted Rate	FREE	FREE
<b>Saturday or Sunday evening:</b>		
Casual Rate	\$250 (4pm–11pm)	-
ORRA Discounted Rate	FREE	-

**A refundable bond of up to \$1,000 may be required depending on the nature of the event and the amount of this will be discussed and confirmed with the hirer at the time of the agreement. This bond will be returned to the hirer after the hall has been inspected and found to be clean and in good order.**