Wanganui Commercial Club Inc
27 Hatrick Street, Wanganui 4500

Hatrick Hall Hire Agreement

This Hall Hire Agreement sets out the terms and conditions for hiring Hatrick Hall.

1. Hirer Details

Organisation/Name: _____

Contact Person: _____

Address: _____

Phone: _____

Email: _____

2. Booking Details

Event: _____

Hire Date: _____

Hire Period (select which applies): Four hours/Day/24 hours

3. Fees

3.1 Deposit: $100 payable at time of booking (to be deducted from hire fee)

The following fees are to be paid no later than 7 calendar days before the event. Failure to pay on time may result in the booking being cancelled.

3.2 Bond: $300

3.3 24 Hour Fee: $300.00 (Event Day 12pm to 12pm following day)

3.4 Day Fee: $200 (hours to be agreed)

3.5 Four (4) Hour Hire Fee: $150.00 (hours to be agreed)

3.4 The bond will be refunded after inspection, less any deductions for damage, cleaning or unpaid costs.

3.6 All fees to be paid to:

Wanganui Commercial Club Inc
BNZ Account number: 02-0792-0043243-00
Particulars: Your name
Code: Date of hire

3.7 Please supply your details for Bond Refund:

Name of Account: _____

Bank Account Number: _____

4. Permitted Use

4.1 The venue may only be used for the purpose stated above. Any change requires written approval from the Wanganui Commercial Club Inc.

5. Alcohol

5.1 BYO alcohol is only permitted where legally allowed.

5.2 The hirer must comply with all New Zealand liquor licensing laws.

5.3 Alcohol must not be supplied to minors or intoxicated people.

5.4 Any required Special License is the responsibility of the hirer.

6. Venue Rules

6.1 No smoking or vaping inside the building.

6.2 No illegal activities.

6.3 Noise must be kept to a reasonable level.

6.4 No nails, screws, staples or permanent fixings.

6.5 Only removable decorations may be used.

6.6 All exits must remain clear.

7. Cleaning

7.1 Before leaving the hirer must:

- Wipe benches, fridge, oven and tables (if using)
- Sweep and mop floors
- Remove all rubbish from premises
- Leave toilets clean and tidy, mop floors
- Turn off heaters, lights and appliances
- Lock all doors and return keys as instructed

8. Damage

8.1 The hirer accepts responsibility for any loss or damage caused during the hire period and authorises deductions from the bond where applicable.

9. Health & Safety

9.1 The hirer agrees to:

- Take reasonable care of all attendees
- Keep emergency exits clear
- Report accidents immediately
- Follow evacuation procedures if required

10. Liability

The Wanganui Commercial Club Inc is not responsible for any loss, theft or damage to personal property brought onto the premises. The hirer indemnifies the Club against claims arising from the event except where it is caused by the Club's negligence.

11. Cancellation

11.1 More than 30 days' notice – full refund of deposit.

11.2 14–30 days – hire fee refunded less administration costs of $20.00 per hire. Less than 14 days – no refund unless the booking is re-let.

11.3 Bond refunded if no breach has occurred.

12. Force Majeure

Neither party is liable where the venue cannot be used due to events outside reasonable control.

13. Privacy

Personal information is collected solely for administering the booking and will be handled in accordance with the Privacy Act 2020.

14. Agreement

Hirer Signature: _____

Date:

Authorized Representative of

Wanganui Commercial Club Inc: _____

Date:

Schedule A - Pre and Post Hire Checklist

Pre Event:

☐ Keys issued

☐ Hall clean on arrival

☐ Tables/chairs accounted for

☐ No damage to walls/floor

Post Event:

☐ Kitchen area including fridge and oven wiped out

☐ Bathroom clean and floor moped

☐ Main floor swept and if needed, moped

☐ No damage to walls/floor

☐ Rubbish removed from premises

☐ Lights off

☐ Doors locked and keys returned