



## Tapu Hall

721 Thames Coast Road

Booking contact: Denise Lyon

Phone 07 868 4862

[m.lyon@xtra.co.nz](mailto:m.lyon@xtra.co.nz)

[tapuhalltapu@gmail.com](mailto:tapuhalltapu@gmail.com)

[www.tapuhall.com](http://www.tapuhall.com)

### Thanks for your inquiry about booking Tapu Hall.

Please read the following pages for a detailed description of the contract between the Hirer and Tapu Hall Board and sign in the spaces required. Hire charges are detailed on the last page of this document. Below is a summary of the key points about the shared responsibilities.

Please be in touch if you have any questions.

## Tapu Hall Booking Key Points

### For each booking Tapu Hall assures/provides:

- The Hall will be clean when you arrive.
- All kitchen facilities are included in the booking: dishwasher (please follow instructions), microwave, pie warmer, stove, fridge freezer
- Basic cleaning supplies are provided – dish liquid, sponges and scrubbies (in kitchen) vacuum cleaner, brooms, floor steamer for use only in kitchen and bathrooms, mops and cleaning liquids (in cupboard in foyer)
- Loo paper and paper hand towels are supplied – in the toilets and extras in the foyer cupboard
- If requested, sports equipment (table tennis table, paddles and balls, air hockey, darts, pickle ball nets and equipment) will be made available.

### What the Hirer is expected to do/provide

- Please read, print and sign the attached contract and have it available to give to Board member when you pick up the key to the Hall.
- Make sure you identify the person responsible for the booking on the white board. This person must be present at the event.
- Please bring your own tea towels and rubbish bags. Please take all your rubbish and recyclables with you.
- Be committed to leave the hall clean – see check list on the kitchen wall
- Please do not smoke or drink in front or side of the hall. Use the back garden. No smoking inside the hall.
- Make sure the party is over by midnight and everyone has left the premises by 1am.
- Please keep the gate between hall and school grounds clear at all times.
- Understand that not following the signed contract (which includes these rules) could result in your bond not being refunded.

# TAPU FLAT HALL TRUST INC

## Contract, Rules and Conditions of Hire of Tapu Hall

Tapu Flat Hall & Domain Trust Inc Board shall be known as the **Hall Board**.

Persons entering into this agreement with the Hall Board shall be known as the **Hirer**.

### Hire contract rules and conditions

- 1 **Hall Hire Payment** – Half the Hall fee must be paid to confirm booking. Bond and remaining Hall fee must be paid before key is released. Payments need to be made online to **Tapu Flat Hall Trust 02 0456 0021993 00**. Cash will be accepted with prior approval. We cannot accept cheques.
- 2 **Fees** – Refer to attached Hire Fees information at the end of this document.
- 3 **Bond** – The bond shall be paid before the keys are issued. The bond shall be \$100.00. The bond shall be refunded, after the hall has been inspected by a Board member. The bond will be refunded in full if no additional cleaning is required and if there are no breakages or any other damage caused as a result of the hire.
- 4 The Hall Board reserves the right to decline any application for Hall hire. The Hall Board also reserves the right to cancel any hire. Where the Hall Board does so, it will refund to the Hirer, in full, the amount of deposit and any other monies paid for hire of the Hall. However, it will not be liable for any costs whatsoever incurred by the Hirer. Nor will the Hall Board be liable to any other person/s with respect to the hire of the hall by the Hirer. Note: The Board will not be hire the hall to patched gangs.
- 5 In the event that the Hirer wishes to cancel the hire after the booking has been confirmed. The Hall Board will refund the Bond, but will have the right to retain the hall hire fee at its discretion.
- 6 The Hirer agrees that, where an application is for a permanent time and venue, the Hall Board reserves the right to review with consultation the contract from time to time and give the Hirer adequate notice, in writing if necessary, of any changes to the contract, i.e. where the Board has need of the facility for its own day-to-day use.
- 7 The Hirer accepts all responsibility in respect of claims of any kind arising from loss, damage or injury sustained in connection with the use of the Hall.
- 8 The persons in the hall must not exceed a maximum of 150 people at any one time.

### **Legal requirements**

- 9 The Hirer will not conduct meetings/gatherings of the Hall considered unlawful under New Zealand law. The Hirer will maintain good order and discipline in and about the premises. The Hirer will identify a person/s responsible for security identified on the whiteboard by the front entrance to the Hall. Any unlawful conduct will cause immediate cancellation of the hire contract and forfeit any monies paid to the Hall Committee.
- 10 **Noise** – The Hall is surrounded by residential dwellings. The Hirer shall respect the Hall’s neighbours in respect of the noise generated by the hire activities, including the use of vehicles. The Hall Board has the right to immediately terminate functions that are causing unnecessary disturbance in their opinion.
- 11 **Fire Safety** – The Hirer will ensure that fire safety codes are complied with and that no inflammable spirits or dangerous goods are taken into the Hall. **The Hirer must nominate to the Hall Committee a representative to take responsibility for ensuring compliance with all safety and evacuation procedures during the hire** (Evacuation Procedure Notices are posted in the Hall). This information needs to be included on the Booking Contract which is attached to this document. There is a hi-viz vest in the foyer cupboard for the fire warden, to be worn in emergencies.
- 12 **Alcohol** – The Hirer must specify the intention to consume alcohol in the hall at the time of making the booking. There must be NO alcohol consumed outside the front of the Hall or on the Tapu School grounds.  
Making an application to the DLA for a license if the SALE of alcohol is planned (Liquor licenses require a minimum of 7 days to obtain).  
Ensure you act as a “Responsible Host”.
- 13 **Smoking** – No smoking is permitted inside the hall, in front of the hall or to the side of the hall by the school grounds. Please note that the adjoining Tapu School grounds are also totally smoke-free. Smoking is permitted in the grounds to the rear of the hall. It is the duty of the Hirer to inform all those present of this rule. Any debris left by smokers such as cigarette butts and dead matches will be the responsibility of the Hirer to remove. Failure to remove will result in an extra cleaning charge, which will be deducted from the bond. Disregard of this policy could lead to forfeiture of the Bond.
14. **Overnight sleeping at the Hall is not permitted.** This includes inside the hall, out in the garden and in vehicles in front of the Hall.

### **Care of Hall and Hall Grounds**

- 15 Staples, tacks, nails or other device damaging to surfaces must not be used in decorating the hall. Please use the hooks already in the walls and/or green builders’ tape for decorations. The hirer’s decorations must be removed after the function. Existing signage including notices must not be interfered with.
- 16 **Lighting and electrical appliances** – The Hirer shall ensure that all lights and electrical appliances including the oven, stove top, fridge, microwave, pie-warmers, hotwater cylinder and wall-mounted zips are **turned off** before leaving the Hall. The Hirer is also required to check that all taps in the kitchen and toilets are **turned off** properly.

- 17. Cleaning** – Cleaning of the hall, as follows, will be done by noon the next day or earlier if required. All floors must be swept and washed as per instructions in the foyer cupboard. Furniture, kitchen benches, stoves, fridge to be thoroughly wiped down and toilets flushed. The Hirer will ensure that the Hall and all surrounding grounds including Tapu School grounds are kept clean during the hire, and that cleaning of the Hall is undertaken at the conclusion of the period. Equipment such as tables and chairs are to be returned to the position they were in prior to the hire. The toilets, stage, main auditorium area and kitchen are to be left in a clean and tidy state.
- 18. Rubbish** – Any rubbish generated by users of the Hall will be gathered and removed from the hall grounds by the Hirer before noon the next day or earlier if required. Rubbish is not to be deposited in any public rubbish receptacles. Any rubbish not removed in the specified time shall incur an extra charge, which will be deducted from the bond.
19. The Hirer will ensure that the Hall is protected against theft and wilful or accidental damage at all times during the period of the hire. The Hirer accepts liability to make good any damage or loss to Hall property, including furniture, fittings, fixtures, appliances, kitchenware, glassware and cutlery.
20. The Hirer will ensure that all windows and doors are locked when the Hall is vacant, at any time. The Hall Board will not take any responsibility for any theft of property of the Hirer.
21. The Hirer will be responsible for arranging an inspection of the Hall with the Hall Committee after the hire. The Bond or any refundable deposit will not be refunded until after the inspection.

### **General**

22. **Hours** – Concluding your use by 12.00am (midnight) and vacating the building by 1.00am.
23. **Car Parking** – Both entrances to the Tapu Camp and the Tapu School gate by the Hall must be kept free at all times.
24. **Keys** –The keys to the Hall will be collected from the Bookings Manager or another Trustee. They must be returned directly after the clean-up or inspection. Loss of the keys will incur a replacement charge to the Hirer.
25. **Enquiries** – All hireage applications or enquiries are to be made to Denise Lyon.  
**Phone** 07 868 4862 **Email** [mlyon@xtra.co.nz](mailto:mlyon@xtra.co.nz) **Text** 027 715 6192 or **Kathryn Reed** 07-868-4779/027 868 4000 [tapuhalltapu@gmail.com](mailto:tapuhalltapu@gmail.com).
26. These Rules and Conditions may be amended by the Hall Committee at any time.

***Tapu Hall – Contract, Rules and Conditions of Hire***

**TAPU HALL & DOMAIN TRUST INC**  
**Booking Contract**

The Hirer has agreed, understood and agrees to the conditions of the Hire of the Tapu Hall

**Date of Hire:** \_\_\_\_\_

**What is being hired? Circle/highlight/explain as necessary. Refer to: Charges for Tapu Hall Hire”**

Main Hall (\$70 full day, \$40 half day)

Bar \$20

Dinner set and cutlery \$20

Away from venue chattel hire:

No of Chairs

No. of trestle tables

No of Forms

Hire expense \$ \_\_\_\_\_ + bond \_\_\_\_\_ = \_\_\_\_\_

Hirer’s Name:.....

On Behalf Of:.....

Name of person responsible at event \_\_\_\_\_

Name of Fire/Emergency Warden \_\_\_\_\_

Hirer’s Signature:.....

Contact Details: Mobile: ..... email \_\_\_\_\_

Address:.....

Hirer Bank Account number for return of bond (if applicable): \_\_\_\_\_

Date signed:.....

Hall Committee Representative’s Name:.....

Hall Committee Representative’s Signature:.....

Date signed:.....

Please make payments to Tapu Flat Hall Trust 02 0456 0021993 00

**Note: 50% of Hire fee paid when booking is confirmed. Remaining 50% of hire fee PLUS \$100 bond (or as appropriate for chattel hire) due by date of key/chattel collection (day of hire).**

Online payments are preferred. Cheques cannot be accepted.

Please return this completed and signed form to Denise Lyon.

Email scanned/photo version to [m.lyon@xtra.co.nz](mailto:m.lyon@xtra.co.nz) or [tapuhalltapu@gmail.com](mailto:tapuhalltapu@gmail.com)

or give the signed document to her or Board representative when you collect the key to the Hall or

Post to Denise Lyon, 698A Thames Coast Road, RD 5, T

## **Charges for Hire of Tapu Hall**

721 Thames Coast Road  
Tapu, Coromandel Peninsula

**Basic Fees:** \$70.00 per day (four hours or more). This includes through to noon the following day for cleanup. (*unless another booking makes that impossible*)  
\$40 per half day (under four hours)

**Refundable bond of \$100.00 required and must be paid before key is released.**

**Hire includes:**

Tables and chairs

Use of main hall, kitchen, supper room, outside garden and some sports equipment/tables

**Extra charges: -**

Use of the bar area	\$20.00 (includes glassware)
Use of basic crockery	no charge
60 place dinner set Including cutlery	\$20.00

**Tapu Hall Chattel Hire for usage in venues away from Hall:** Note: only available for venues in our local area and only to be used in indoor or covered areas.

Chairs	\$2.00 each, with equivalent \$ value in bond
Trestles	\$10.00 each, with equivalent \$ value in bond
Forms	\$5.00 each, with equivalent \$ value in bond

**Noted that all breakages be replaced. Cleaning is the responsibility of the hirer.**

**Updated 5/2023**

