



## Wairau Valley Memorial Hall – Est 1919

Wairau Valley Hall Community Trust

17 Morse Street, RD1

**BLLENHEIM 7271**

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

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# BOOKINGS FORM

PLEASE COMPLETE THESE FORMS AND RETURN A COPY TO: [wvcommunityhall@gmail.com](mailto:wvcommunityhall@gmail.com)

## HIRER DETAILS:

Name: \_\_\_\_\_

Event: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

## HIRE DETAILS:

Number of People Expected: \_\_\_\_\_ (Our facility is limited to 100 people)

Areas to be booked:

Entire Venue    Wairau Valley Hall    Main Hall Kitchen    Supper Room

Green Room    Hillersden Hall    Hillersden Kitchen

## If self-catering:

Name of caterer: \_\_\_\_\_ Phone number: \_\_\_\_\_

## Date(s) of Hire:

*Providing there are no bookings on the morning of your event you may set up prior to lunchtime. Any equipment from your event must be removed on the night unless prior arrangements have been made with the Board.*

From: Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

To: Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

## NOTES:



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## HIRE AGREEMENT

1. Wairau Valley Hall Community Trust takes pride in the presentation of our venue and asks that you respect this facility.
2. Timing for set up and pack down for all events is at the discretion of the WVHCT.
3. The user is required to do a clean-up and all rubbish removed. If standards are not met then a cost of \$100 will be charged for additional cleaning costs.
4. No staples, nails, blu-tack or cellotape to be used to erect decorations to floor, walls or ceilings.
5. Opening and closing procedure and key access will be discussed with WVHCT at time of booking. Keys must remain in the sole care of the person who signed for the keys and must be returned to the lockbox when they are no longer required.
6. No products that may materially damage the building, its facility and the adjacent grounds may be used.
7. Any damage to fixtures, fittings in the complex, the building itself or the grounds will be invoiced at replacement cost or cost to put it right. This includes any breakages and/or damages incurred while persons associated with the occasion are in attendance.
8. Air conditioning/heating units must be switched off. If they are left on you will be charged for the additional power usage.
9. All equipment hired in must be removed from the facility on the night of the function unless prior arrangements have been made.
10. The user agrees to abide by all the local bylaws, including the liquor licensing regulations and Covid 19 legal requirements. Of special note are the noise restrictions in a residential zone and the desire for us to be good neighbours.
11. We support a Smoke Free Policy and smoking is not permitted within the Halls or surrounding grounds.
12. In the event that Fire & Emergency New Zealand attends to the Halls for a fire or false alarm, it is the hirer's responsibility to pay any expense incurred. In the event of a fire, if the hirer is found to be negligent or responsible in any manner, the hirer will pay all costs not directly met by WVHCT insurance. When calling emergency services, the location is **17 MORSE STREET** and the nearest intersection is **MORSE STREET AND STATE HIGHWAY 63**.
13. Full payment of the hire fees must be paid before your event. Bank account details are: WESTPAC, Wairau Valley Hall Community Trust, **03-0599-0255930-00**.
14. Comply with all current Covid-19 traffic light system requirements for gatherings. Additional cleaning requirements may also need to be met to stop the spread of Covid-19..

If the above policies are not adhered to, WVHCT has full right to cancel the event at the time or refuse entry to users.

Hirers must abide by all legislation that applies regarding public liability

Please tick if you currently have public liability insurance

***I have read and understand these conditions and agree we will pay for any breakages/damages at replacement costs, and will abide by the conditions above. I have filled out the Bookings Form.***

### HIRER

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_

### Wairau Valley Hall Community Trust

Print Name: **Kate Horrey (Bookings)**

Signed: \_\_\_\_\_



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**THANK YOU FOR BOOKING WITH THE  
WAIRAU VALLEY HALL COMMUNITY TRUST**

**THE BUILDING IS TO BE LEFT IN THE SAME CONDITION AS WHEN YOU ARRIVED**

Before you leave, please follow these steps

- Please leave a note of any breakages and/or faults.
- Furniture and equipment put away, decorations down and area returned to the original state.
- Turn off all electronic equipment. Double-check that the air conditioning units are turned off.
- The kitchen returned to its original state. The floor wet mopped if needed. Any dishes used are to be washed and put away.
- Check that all function room doors are closed and locked.
- Ensure the current legal Covid-19 cleaning requirements are met, see attached.

**FINAL CHECK**

- Carpet and vinyl areas are clean
- Foyer and steps are clean and free of mud and dirt
- Toilets are flushed and cleaned.
- Rubbish picked up and taken away off the site with you
- All lights are turned off / Air conditioning/heating turned off
- All doors are locked (especially the emergency exit doors).

*Thank You  
for your support*