



## Wairau Valley Memorial Hall – Est 1919

Wairau Valley Hall Community Trust

17 Morse Street, RD1

**BLenheim 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    Kitchen    Supper Room    Green Room

Hillersden Hall    Hillersden Kitchen    Hillersden Side Room

## 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. If standards are not met then a cost of \$100 will be charged for additional cleaning costs.
4. At no time are staples, nails, blu-tack or cello tape to be used to erect decorations in the Halls.
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.
8. All equipment hired in must be removed from the facility on the night of the function unless prior arrangements have been made.
9. The user agrees to abide by all the local bylaws, including the liquor licensing regulations. Of special note are the noise restrictions in a residential zone and the desire for us to be good neighbours.
10. We support a Smoke Free Policy and smoking is not permitted within the Halls or surrounding grounds.
11. The user will be charged for any breakages and/or damages incurred while persons associated with the occasion are in attendance.
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.

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: \_\_\_\_\_

Print Name: \_\_\_\_\_ (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 original state.
- Turn off all electronic equipment.
- Kitchen returned to original state. Wet mopped. Any dishes used are to be washed and put away.
- Check that all function room doors are closed and locked.

**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
- All doors are locked (especially the emergency exit doors).

*Thank You  
for your support*