

[Hire of Pigeon Bay Hall](#)



Your responsibilities as the supervising hirer when hiring the Pigeon Bay Hall facility

Facility Allocation/confirmed use

Verifying the Pigeon Bay Halls written confirmation of booking details and rentals are correct. These will be assumed to be agreeable if no disagreement is lodged.

Agreeing to prepay rental fees where requested.

A 20% deposit is required on confirmation of hiring, with the outstanding amount to be paid 14days before the date(s) of hire.

A fee of \$20 will be charged for unreturned keys.

Bond

Lodging a bond equivalent to a day's hire (\$250 - \$500) where social functions have been approved (the bond will be returned subject to the conditions of use being met. The bond will not be realised until the facility has been checked.).

Cancellation Policy

Agreeing that Pigeon Bay hall has the right to levy 50% if cancelled 7 days before hire starts and full rental costs if cancellation occurs within 2 days of the event.

Health and Safety

Carrying out a 'facility pre-use check'

Accepting the responsibility to act as the building 'warden'.

Verifying the position of all the exit points and safety equipment.

Confirming that doorways/exit points and stairways are not obstructed.

Being present during the total duration of the hire.

Asking for help if you do not understand these responsibilities.

Damage

Agreeing to report any damage or heavy wear to equipment.

Accepting the cost incurred by either the Pigeon Bay Hall Committee or Christchurch City Council contractor to make good any damage or repair caused as a result of your function/event.

NO screws, nails, staples, pins or non-removable sticky tapes of any kind can be used in any part of the hall. Please ask if you want to hang anything.

First Aid Kit

To make available, a First Aid Kit to service your group's needs.

Toilets

Please be aware that the toilet facilities are limited and in the event of the hall being hired for over 75 people it will be necessary that Portaloos are hired, and it is advised that at least 1 Portaloos per 50 people.



Hours of use

Utilising the facility within the approved days of Hire.

Security of the building, to be responsible for securing (locking doors etc.) when vacating the building

Ensuring that the Power is turned off at the Main switch when leaving the premises.

Occupancy numbers

Ensuring that facility occupancy numbers do not exceed safety limits, up to 250 people (please check this at time of your booking is confirmed).

Alcohol

Specifying and requesting permission for the consumption of alcohol at the time of making the booking.

Planning to make sure you are a 'Responsible Host'. Refer to the Alcohol Licensing guidelines on Host Responsibility requirements.

Smokefree environments

Supervising and policing the Halls Smoke free Policy.

Smoking is not permitted in any part of the Hall or within five metres of any doorway. Please use outside receptacles for butts etc..

Flammable materials

It is not permissible to use any gas appliances, barbeques and spit roasts (unless in designated areas), mobile cookers or flammable liquids that are a safety or fire risk within the facility. Confetti is not permitted inside the hall and only degradable confetti outside. The listed items are an indication only and do not form a conclusive list.

Noise

Please ensure that your activity noise is not disruptive after midnight to the neighbours or a time agreed.

Telephone

There is no public telephone at the Hall or within Pigeon Bay environs. Please make sure your cell facilities are working as not all providers give coverage.

Facility furniture

Furniture is supplied on a limited basis. The furniture is stored within the Hall and is easily accessible and can be hired by the Hirer on a 'as needs basis'.

All furniture to be returned to storage after use.

Kitchen

The facilities in the kitchen are adequate for the normal hire within the Hall but if outside facilities are brought in (i.e. more barbeques) then this must be discussed at time of hire.

Crockery and cutlery is available for a small hire charge for up to 180 settings

The kitchen must be completely cleaned after Hire.

Rubbish

Removing all rubbish from the facility and grounds such as catering materials, scraps and broken glassware, used paper towels and cigarette butts.

Local rubbish disposal facilities are located within a short distance of the hall.

Stage

The use of the stage is the responsibility of the Hirer, particularly when children have access to the stage.

Supper Room

This is located between the kitchen and the main hall and can accommodate up to 40 people.

The Main Hall

This hall is unique in that it has a sprung floor very suitable for dancing.

Please be aware that when placing tables and chairs on the main floor that they can move when many people are dancing.

Trestle tables, benches and chairs are available for hire



Conditions of use agreement for Pigeon Bay Hall

Name of Group

Designate contact person

Address of contact person

.....

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Contact Numbers

Telephone

Mobile

Email

I have read all four documents (*Pigeon Bay Hire, Charges, Things you need to bring and Before you leave*) and agree to comply with the conditions of use and acknowledge my responsibilities as out lined in this publication.

Signature

Print name

Deposit Date

Balance Date

Bond lodged Date

Cheque – Cash – Direct Debit – Name – Pigeon Bay Hall Committee

(Please cross out which is not applicable) Acc No. – 02-0832-0049691-000

Pigeon Bay Acknowledgment Telephone

Email

