

Bulls Town Hall – Application for Use

Applicant's name		
Applicant's address		
Contact person		
Telephone	Work Home	
Contact person		
Telephone	Work Home	
Time Required	<input type="checkbox"/> Half day (up to 5 hours) <input type="checkbox"/> Full day 5 – 24 hours	These times are to include set-up and cleaning of the hall.
Access to Upstairs Part of Hall		<input type="checkbox"/> Yes <input type="checkbox"/> No
Date(s) Required		You will need to request the key for access to upstairs
Purpose		
Activity Type	<input type="checkbox"/> Private use	<input type="checkbox"/> Public use
Expected Attendance	<input type="checkbox"/> 1-20 <input type="checkbox"/> 21-100 <input type="checkbox"/> 101-250 <input type="checkbox"/> 251-365 The hall will accommodate a maximum of 365 people. However, for more than 250 people you will need to utilise other areas of the hall. Please contact Council for this information.	
Will you be selling food? (You may need a health licence)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will alcohol be served? (You may need a special Liquor Licence)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you wish to erect a structure? (eg a wedding silk lining, etc)	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, please give details:
Are animals involved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there any traffic issues?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there any noise issues?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there any health and safety	<input type="checkbox"/> Yes	<input type="checkbox"/> No

issues?		
Are any site preparations required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Please Note

- Do not use powder on the floors
- Do not erect decorations within 3 metres of heaters
- Users of the hall are responsible for bringing their own cleaning equipment

Please detail your clean-up plan

Keys are available from the Bulls Library during working hours. They can be dropped off after hours through the slot in the front doors.

There is a key deposit of \$50.00 for all halls, refundable when the key is returned.

Payment must be made prior to use unless other arrangements have been made.

Signed

Date

Bulls Library
 113 Bridge Street
 Bulls 4818

Tel 06 327 0083

Fax 06 322 0113

Email bullslib@rangitikei.govt.nz

Hours

Monday to Friday
 10.00 am – 5.00 pm

Saturday
 10.00 am – 12.00 noon

Charges

Half day/evening (upto five hours)	\$133.00	<p>A refundable deposit of \$239.00 is required for all bookings.</p> <p>The full fee is still charged if you cancel your booking later than 14 days prior to the event.</p> <p>Use of all Halls by non-profit community organisations and regular local users may qualify for a discount on fees (but not refundable deposits for damage).</p>
Full day (5-24 hours)	\$266.00	

Conditions of Use

Council does not provide or guarantee tables, chairs, cutlery or crockery. Such items already at the hall may be used but the hirer is responsible for checking what is available and supplying any extra items sufficient for their needs.

The tenant will be liable for any damage done to the building, fixtures, fittings and crockery through an act either of the tenant or of any person attending the function for which the hall is booked.

All flowers and other decorations or material brought into the hall are to be removed at the conclusion of the function.

The tenant shall be responsible for leaving those areas of the hall which have been used in a clean and tidy condition. Crockery is to be washed up, dried and placed in the cupboards and the benches are to be cleaned. Stove and fridge to be cleaned and left open to air. Kitchen floor is to be mopped and all rubbish removed and disposed of by the hirer. In the event that the caretaker is involved in additional work through the failure of the tenant to clean up properly, then the tenant is liable for all costs incurred. The clean up must be completed by 9.00 am on the morning following the function.

For fire safety purposes, the tenant is required to keep all access ways clear of parked vehicles during the function. The access may be used by caterers, etc for the loading and unloading of vehicles but on no account are vehicles to be left unattended.

Fire regulations stipulate a maximum of 250 people are allowed on the lower floor and 115 people on the upper floor, giving a total of 365 people on the premises at any one time.

The emergency lighting system comes on automatically.

If the Council becomes aware that the tenant is in breach of any of the terms of this contract, it shall be empowered, through its agents or employees, to cancel the tenancy and evict the tenant.

No chairs or furniture should be stored in front of fire exists.

Please note that smoking is prohibited in all areas of the Bulls Town Hall.



NO SMOKING

**IT IS AGAINST THE
LAW TO SMOKE IN
THESE PREMISES**

Checklist Following Use

Keys returned	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Rubbish disposed of	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Floors washed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Toilets cleaned	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Forms, tables and chairs clean and undamaged	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Forms, tables and chairs stacked	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Kitchen clean and tidy	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fridge cleaned and turned off	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Stoves cleaned	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Microwave (if applicable) cleaned	<input type="checkbox"/> Yes	<input type="checkbox"/> No
All power points working	<input type="checkbox"/> Yes	<input type="checkbox"/> No
All lights working	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Curtains undamaged	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Lights turned off at mains	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Carpets left clean	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Any damage reported	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Details of damage

Caretaker's Signature

Tenant's Signature



BULLS TOWN HALL – HIRERS DOCUMENT

HIRER FIRE SAFETY AND USER RESPONSIBILITIES

As a condition, the **Hirer** or User authorized to occupy any room or area in the Bulls Town Hall must ensure that Wardens have been appointed and appropriately trained to execute fire safety checks and evacuation duties in the event of a fire. This requirement is in accordance with the Fire Service Act 1975 Section 21 (a) and the Rangitikei District Council’s approved Evacuation Scheme.

As a prerequisite for building use the **Hirer** must become familiar with the following instructions.

The Hirer after acquiring familiarity with the requirements of the Fire Action Plan (see below) will appoint a Chief Fire Warden (may be the Hirer) and implement checks to ensure

- Escape routes are clear of obstacles at all times.
- Exit doors are not locked, barred or blocked to prevent occupants from leaving the building at any time.
- Aware of the location of the Assembly point.
- A mobile phone must be carried by the Hirer or appointed Warden
- The Hirer is required to ensure that the occupant load of the entire Hall will not exceed 365 people.

I acknowledge my responsibilities and have received the Hirers Pack, which contains:

Bulls Town Hall Conditions of Use	<input type="checkbox"/>
Key(s) to the building	<input type="checkbox"/>
Diagram showing: <ul style="list-style-type: none"> • Final exit locations • Locations of extinguishers and fire hose reels • Maximum occupancy load number for each area, which can’t be exceeded 	<input type="checkbox"/>
Fire Action information	<input type="checkbox"/>
Chief Fire Officer identification badge	<input type="checkbox"/>
Checklist following use	<input type="checkbox"/>

Signed _____

Date

Print Name _____

Fire Action

If you discover a fire:

Operate Fire Alarm & Telephone the Fire Service immediately by dialling 111.

WHEN WARNED OF A FIRE IN THIS BUILDING

Advise the occupants of the building to leave the building immediately by your nearest Fire Exit which is at either

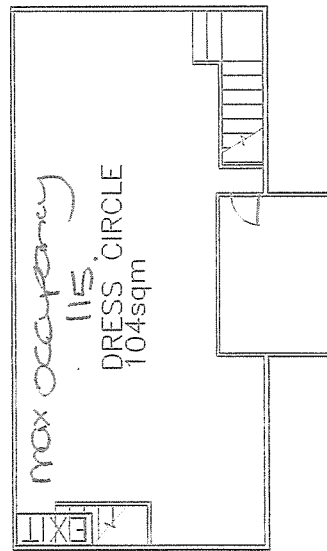
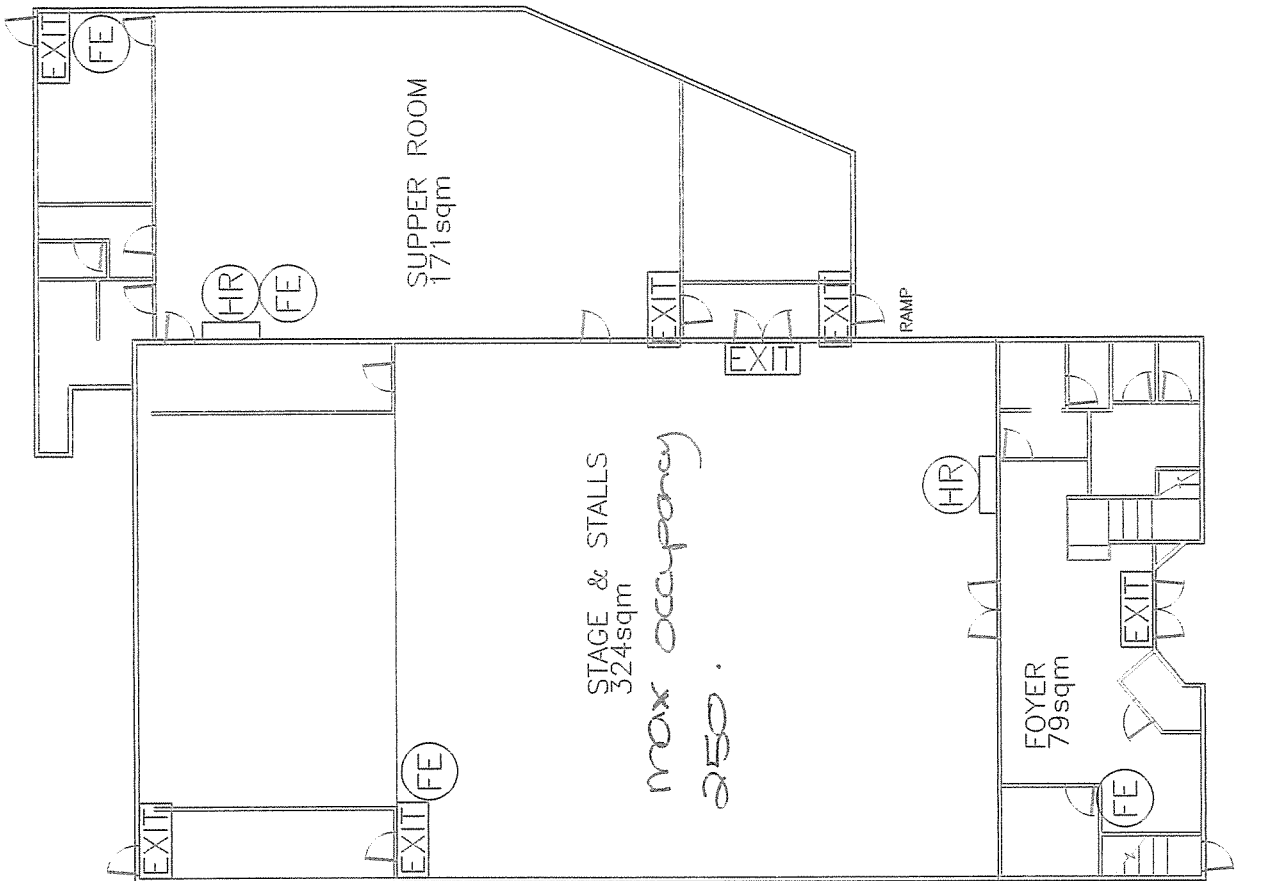
- Kitchen
- Main Front Door
- Supper Room Exit leads to alleyway exit with disabled ramp
- Rear Building Exit behind stage
- Exit from upstairs via main staircase
- Exit from upstairs via second staircase on far side of seating.
- Exit in main Hall leading on to alleyway exit
- People with disabilities to gather to wait assistance within 3 metres of upstairs fire exits x 2 and to gather within 3 metres of downstairs fire exits x 7

Assemble at Bulls Town Hall Carpark at rear of Bulls Town Hall.

- The Wardens responsibility is to: Ensure all persons are evacuated from the building; assist persons with disabilities as necessary (pre-planning may be necessary to ensure persons with disabilities have assistance or are taken to a pre-designated safe area to be determined) Stay at the Assembly Point until the All Clear is given. Telephone Rangitikei District Council 0800422522 and advise.

WALK DO NOT RUN.

-  EXIT
-  FIRE EXTINGUISHER
-  HOSE REEL



SCALE	NTS	INITIAL	DATE
DESIGNED			
DRAWN	JT		10/2014
CHECKED			
APPROVED			

RANGITIKEI DISTRICT COUNCIL

FIRE PLAN

BULLS TOWN HALL



STATUS	DRAFT
DATE	OCT 2014
SHEET	1
REV	A