



20 Hilton Street  
KAIAPOI 7630  
03 327 7231  
[www.kbs.school.nz](http://www.kbs.school.nz)

## HIRE AGREEMENT

**"Our vision is to develop our site as a multi-purpose school and community facility and to encourage regular use by responsible community groups."**

### GENERAL

1. All enquiries should be made through the school office (Phone 327 7231). For out of hours queries, please call our Caretaker (Des Marsh 027 870 7207).
2. All hall hirers must sign the Kaiapoi Borough School Health & Safety Hire Briefing and receive a copy of the Checklist for KBS Facilities.
3. Kaiapoi Borough School will have priority at all times. Every effort will be made to give reasonable notice of any change to regular bookings and to assist with alternative arrangements where possible.
4. Keys will be issued from the school office during normal school hours. A staff member will instruct you on the alarm system and give any further information as required.
5. Keys must be returned to the school within 3 days of the completion of hire, unless other arrangements have been made.
6. Smoking (including vaping) and non-prescription drugs **ARE NOT PERMITTED** on school grounds at anytime.
7. Alcohol cannot be consumed during school hours, and out of school hours only by prior arrangements with our Board of Trustees.
8. No food or drink (except water) is to be consumed on school premises unless by prior arrangement at the time of your hire booking.
9. Parking of cars **MUST ONLY BE** on hard surfaces in approved parking areas (unless by prior arrangement).
10. Out of respect to our neighbours we request that music/bands finish at 11pm (or by prior arrangement with the school and neighbours).
11. Additional equipment use is by prior arrangement only (e.g. trestles, sports equipment, sound equipment etc) and may be subject to an additional fee.
12. Regular hirers are to give a minimum of two week's notice when terminating their hire agreement.
13. A **\$50 call out fee** will be charged to the hirer if our Property Manager is called out due to the hirer's negligence.
14. A **\$75 call out fee** will be charged to the hirer if the security monitoring company is required to attend site due to alarms not being correctly set, or the hire premises not being left secure.
15. Minor damage will be the responsibility of the hirer and must be paid within 7 days.
16. If damage occurs requiring an insurance claim, the hirer will be liable to pay \$1,500 which is our school insurance excess amount. Hirers are expected to take care with any equipment brought onto school premises, taking all necessary precautions to prevent damage to our premises.
17. If you require use of the **hearing assistance system** then please let us know prior to the booking date so we can organise the receivers and headphones for your use. There is a maximum of 5 transmitters and 5 headphones available. Any transmitters or headphones must be returned to the Office the next school day (Monday - Friday 8:30am - 4pm), unless other arrangements have been made.
18. Damage or failure to return any of the hearing assistance equipment will be the responsibility of the hirer and must be paid within 7 days. Receivers are approx \$585.00 and Headphones \$62.00 (final charge will be current replacement cost).

### CONDITIONS OF HIRE

The hirer will be responsible for the following:

- Opening and locking up (blinds, windows and doors, and setting/unsetting the alarm)
- Checking emergency evacuation procedures which are displayed
- Checking all exit routes to ensure they are clear of obstructions
- Making any necessary provisions to ensure that disabled persons can be evacuated
- Ensuring lights, heaters and power switches are turned off
- Using the facility responsibly and leaving it in a clean and tidy condition. All rubbish is to be removed and

surfaces left clear and clean. Note: commercial cleaning charges may apply if it is necessary to clean the hall following a hire booking. Note: See the Checklist for KBS Facilities.

### **BOND**

1. Payment of a negotiated bond may be required before obtaining a key
2. The hire may be terminated and the bond forfeited under the following circumstances, if:
  - Smoking or taking of non-prescription drugs occurs
  - Food or alcohol is consumed without prior arrangement
  - Possession of a key and/or alarm security number or property is abused
  - Non-payment of the cost of any repairs within 7 days of damage
  - Any equipment is used without permission
  - The hall is not left clean and tidy, locked and alarmed
3. The negotiated bond will be returned when all outstanding hire costs have been paid and the key returned

### **CHARGES (reviewed 1 November 2020)**

- May be negotiable if facilities are being used for longer periods
- Are reviewable annually
- The use of equipment (trestles, sports equipment etc) may incur an additional charge and is subject to prior arrangement
- Regular hall hirers will be invoiced term by term
- Casual hirers may be required to pay in advance

**Hall only**                **\$35 per hour excluding GST (casual rate)**  
**Hall & Kitchen**      **\$40 per hour excluding GST (casual rate)**  
**Staff room**           **\$25 per hour excluding GST (casual rate)**  
**Other areas**   **By arrangement**

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### **Please fill out and return to the school office to confirm your booking:**

Date booking required: \_\_\_\_\_ Date/s: \_\_\_\_\_  
Time: \_\_\_\_\_ Start: \_\_\_\_\_ Finish: \_\_\_\_\_  
Club/Organisation: \_\_\_\_\_  
Billing Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Hearing Assistance Equipment Yes / No  
Required: \_\_\_\_\_  
Other Details: \_\_\_\_\_

I confirm I have read and understood the conditions of hire.

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

### **OFFICE USE ONLY:**

Key # issued:	Mainland Security: Phone 03 3775335
Date key taken:	PIN:
Date key returned:	Password: "Kauri"
Hearing Equipment take:	Hearing equipment returned:

