

## BALMORAL SDA SCHOOL HALL HIRE AGREEMENT: 1 AUG 2025 - 1 AUG 2026



This Agreement between:

<b>HIRER</b>	
Name of Organisation (Trading Name)	
Address	
Contact Person #1 Full Name <small>*This should be a legal entity person responsible for the hall hire</small>	
Contact Person #1 Mobile	
Contact Person #1 E-mail	
Contact Person #2 Full Name <small>*This should be a secondary legal entity person responsible for the hall hire</small>	
Contact Person #2 Mobile	
Contact Person #2 E-mail	

*\* Balmoral SDA School Board reserves the right to ask for proof of legal entity and is required to present during the hall hire booking period.*

And the

<b>Balmoral SDA School Board for the hire of the School Hall at 10 Wiremu Street, Mount Eden, Auckland 1041</b>
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### SIGNED

Name (The Hirer)		Name	MARY BROWN
Signature (The Hirer)		Signature (Principal)	
Date		Date	

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1. We the Hirer agree to abide and be bound by the Terms and Conditions of Hire for the use of the School Hall.
2. We nominate the above mentioned as our liaison/s with the School Principal in all matters pertaining to this agreement.
3. We undertake to follow all the Health and Safety procedures of this school.
4. The school reserves the right to suspend or terminate the hire agreement at any time. The school will endeavour to give two weeks' notice in writing prior to any termination, however, sometimes it may not be possible. This will allow for renovation work, or emergency repairs, where the Hall must be closed while this work is being carried out.

### Payment terms:

Hall Hirers are invoiced monthly in advance at the beginning of each month..

Payment must be made within 7 days of invoice.

Overdue payments may result in cancellation of this Hall Hire Agreement.

**Payments are made to the Balmoral SDA School account: 12-3067-0242454-00**

**Please include invoice number in reference**

Annual reviews of hire fees will be undertaken

### New Fee scale excluding GST takes effect as of 1 Aug 2025 to 1 Aug 2026

Event	Rate	Charge
Casual Hire (minimum hire 1 hour)	\$75/hr	
*Regular Hire	\$65/hr	
Storage Facilities - Church hall hirers only	\$35/per week	
Bond (This only applies to NEW hall hirers)	\$200	
TOTAL		

*\*Regular Hire refers to 10 or more bookings within the agreement dates*

### Booking details

Dates	
Time/s	
Frequency	Casual/ Weekly / Fortnightly / Monthly (circle ONE)

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## Balmoral SDA School Hall Hire - Terms and Conditions

1. Conduct at every function held in and around the hall must comply with Auckland City Council bylaws.
2. The hall must not be sub-let.
3. The hirer is responsible for ensuring that before leaving the hall:
  - ☐ a) **The whole hall including toilets and entrance are clean.**
  - ☐ b) **All rubbish is removed and taken away on departure. The school skip GREEN bin, RED lid bin or BLUE lid bin is not to be used.**
  - ☐ c) **All items of furniture moved are returned to their original position, as per photos displayed.**
  - ☐ d) **All lights and electrical appliances are turned off.**
  - ☐ e) **The alarm is set.**
  - ☐ f) **All doors are securely locked.**
  - ☐ g) **All windows are secured.**
4. The organisation of the stage in the hall will be set by the school and is not to be moved by the hirer due to potential damage to the floor. Please provide full details of set-up required at least 48 hours in advance of the event. Staff and student property must not be interfered with or removed.
5. Damage. The hirer is responsible for the cost of repairs of any damage, other than reasonable wear and tear, that may occur during the period of hire or as a result of the hireage. All damage must be reported to the Principal, within 48 hours of the end of the hire period.
6. The consumption of drugs and alcohol is prohibited in or around the hall and school grounds. There is no smoking or vaping permitted on the school grounds at any time.
7. The use of **chewing gum** is not permitted on the school premises.
8. The hall will be cleaned immediately after the period of hire. School Hall will be left in a tidy, clean state.
9. The school accepts no responsibility for any losses or liabilities incurred by the hirer or users of the hall. The Hirer is responsible to arrange for and maintain any insurance cover they

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consider necessary and adequate. That includes any public liability insurance cover which is required for medium – to high risk events to protect the Hirer against claims made by third parties for damage to people or assets.

10. General Safety and Security – Please ensure that all safety precautions (as required by law) are taken to eliminate injury to persons and damage to the premises and equipment. Please make sure that rooms are not part of this hire agreement and that doors that are locked remain so.

11. Provision of First Aid will be the responsibility of the hirer.

12. The hirer acknowledges that the hirer has no right to the exclusive use of the facility. Functions relating to School will get priority. 14 days' notice will be given should this occur unless extra unusual circumstances eg. significant school events/celebrations or emergency meetings to be held therefore no notice given.

13. An extra clean up fee to remove stains and spilled items will be charged. Please notify or report any spill on furniture or carpet.

14. No furniture is to be moved into the Hall without permission of the school.

15. A 4 digit alarm code will be provided to the Hall Hirer for the alarm system. This code must not be passed to any other person without permission of the school. Alarm code is changed regularly to ensure security is maintained for Casual Hall Hirer/s.

16. In the case of alarm activation, the Principal must be called immediately **(021 573 557)** or Armitage security (if the Principal cannot be contacted, see alarm panel for phone number). If this does not occur and a security patrol is sent, the cost is the responsibility of the hall hirer.

17. No Parking of vehicles in the FRONT carpark of the school. No parking on the school field or the coloured painted line markings at any time.

18. As required by government legislation, the school buildings and grounds are a smoke free (this includes vaping) environment. NO SMOKING signs must be observed.

19. In the case of long term hire the Balmoral SDA school board requires 1 months notice in writing prior to concluding the hire agreement.

20. You must nominate a Fire Warden who, in the event of a fire, is responsible to:

- Make sure the area hired is clear of all people and follow the Emergency Evacuation Map

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- To be able to account for all people attending your function
- To advise the Fire Service, on their arrival, of the evacuation status

21. Hall Hire is only exclusive to the **HALL AREA ONLY** i.e HALL, Hall toilets and allocated car parks. Classroom blocks and surrounding areas such as front of classrooms (i.e picnic tables/chairs/back of classroom area/prefab building/gardens/playground/sandpit) are out of bounds for ALL hall hirers.

### \*NOTES for Regular hirers.

- Hall Hirers are invoiced monthly in advance at the beginning of each month..
- Payment must be made within 7 days of invoice. You will also be given a written warning on breaching the hall agreement if payments are not paid in advance and in a timely manner.
- If you do not use the hall during your booked times you are still responsible to pay for the FULL confirmed booking as the school does not hire it out to any other casual groups during your confirmed booking.
- Regular hirers must keep the allocated storage areas in a clean and tidy state at all times and must not obstruct any entry/exit areas. You will be given a written warning on breaching the hall agreement if the space is left untidy and in a mess or obstructing entry/exit areas.
- If in case of a national emergency or similar such as a pandemic that may impact at a community level where the hall is not available to be used, you will still be charged the storage fee per week regardless.
- If you go over your approved time frame without written notice on a booking, you will be charged the casual rate and given a written warning on breaching the hall agreement.
- The Principal MUST be given **TWO weeks** notice in writing  
(e-mail: [principal@balmoralsda.school.nz](mailto:principal@balmoralsda.school.nz); [office@balmoralsda.school.nz](mailto:office@balmoralsda.school.nz) for extra hours to allow administration time to update the booking calendar and invoice update.

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