

Ohoka Sports and Events Centre Hire Information

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Accept decisions of all referees as being fair and called to the best of their ability.

Referees and officials have a difficult task to perform and your children could not play the game without them. They are there to enforce the rules of play but they cannot always be right. Accept bad calls graciously. Abuse of referees is unacceptable behaviour. If you disagree with a decision, discuss it with your children in a constructive manner. Demonstrate integrity if disagreements arise with officials, referee's and coaches by seeking advice on the correct process for settling grievances. Acknowledge the value and importance of volunteer coaches and referee's, by allowing them to perform their roles, uninterrupted.

- **Keep children in your care under control.** The [Ohoka Sports and Events Centre](#) encourages you to bring your children to games. However, there can be dangers to them in the gymnasium/hall. They can also constitute a danger to players. You should ensure that children with you at a game are well behaved and are under your supervision.
- **Support all efforts to remove verbal and physical abuse from sporting activities.**
- **Enforce the Player's Code of Behaviour at every opportunity.**

and dignity, respectively and without excessive emotional displays.

- **Coaches should regularly seek ways of increasing their personal and professional development.** Endeavour to improve your personal knowledge of activities, philosophies and best practices that will assist you with the development of your players. Make a personal commitment to keep yourself informed of sound coaching principles and the principles of growth and development of children.

Parents' and Spectators Codes of Behaviour

- **Encourage children to participate for their own interest and enjoyment, not yours.** Support your children in their participation in sport but do not force them to play if they don't want to. Sport is played by children for enjoyment and fitness, but not at the expense of their comfort level and confidence,
- **Encourage children to always play by the rules.** Just as responsible parents teach their children to obey the law of the land, so should they encourage their children to play sport by the rules. If you see your children constantly breaching rules, talk with them appropriately.
- **Focus on developing skills and playing the game. Reduce the emphasis on winning.** If children see that effort is rewarded by an increase in skills, they will derive considerable pleasure and see the importance of striving to improve over the necessity to win every game.
- **Teach children that an honest effort is always as important as a victory.** Your children will suffer many disappointments in their lives. You should teach them from an early age that whilst a win in sport will bring them much pleasure, it is not the most important thing. Participating to the best of their abilities is far more important than winning. You can help them learn this, so that the result of each game is accepted without undue disappointment.
- **Motivate young players to improve their performance in a positive encouraging manner**
- **Do not criticise your or others' children in front of others.** Reserve constructive criticism of your own child for more private moments. Children can be very sensitive and feel strong humiliation if they are criticised in front of their peers. When you do feel the necessity to speak to your child about something that displeases you, make the effort to explain what the problem is and why you are concerned about it. Actively acknowledge the good plays and behaviours of young children both on and off the court.
- **A child learns best by example. Applaud good play by all teams.**

Acknowledge all good plays whether they are in your child's team or the other team. Good manners and respect can be infectious. If you acknowledge the achievements of your children's opponents it is likely your children will follow suit. Lead by positive example. Encourage sportsmanship and fair play among spectators and players.

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Management Policy

This document:

- Outlines the Vision and Mission for the *Ohoka Sports and Events Centre*.
- Explains the management arrangements for the *Ohoka Sports and Events Centre* Specifies who may use the *Ohoka Sports and Events Centre* and the types of permitted uses.
- Sets out the terms, conditions and rules for use.

Vision

The Vision of the *Ohoka Sports and Events Centre* is:

- To provide Ohoka School with a facility to enrich and enhance the educational, sporting and cultural activities of all pupils;
- To provide the wider Ohoka and North Canterbury communities with a local facility in which to undertake sporting, social and cultural activities and thereby develop a greater sense of community and social well being.

Mission

The school and community use of *Ohoka Sports and Events Centre* facilities is encouraged within the agreed requirements as detailed in this and the following documents:

- *Ohoka Sports and Events Centre* Facilities.
- *Ohoka Sports and Events Centre* Terms and Conditions of Use.
- *Ohoka Sports and Events Centre* Hire Agreement.
- *Ohoka Sports and Events Centre* Schedule of Hire Fees.
- *Ohoka Sports and Events Centre* Vacating the Premises Checklist.

Management of the Hall

Responsibility for management of the *Ohoka Sports and Events Centre* lies with the Ohoka School Board of Trustees (The Board). The Board has delegated that responsibility to the Ohoka School CEO.

The CEO will ensure:

- Adequate processes and procedures are in place to ensure the smooth

games. Your coach has been appointed to coach your team because they have certain abilities and experience. Apart from skills training, your coach can provide you with helpful advice on all aspects of playing. Make

operation of the *Ohoka Sports and Events Centre*;

- The *Ohoka Sports and Events Centre*, its facilities and availability are known to Ohoka School and the wider community;
- The appropriate upkeep and maintenance of the *Ohoka Sports and Events Centre* is undertaken;
- Good management of the financial aspects of the *Ohoka Sports and Events Centre* operations.

the most of the opportunity. Co-operate with your coach, teammates and opponents.

- **Encourage your family and friends to come and watch your games.** You will always play better with the encouragement of family and friends, and by seeing you play they can offer help, support and a practice buddy at home.
- **Always respect the use of facilities and equipment provided.** Facilities and equipment cost money and will only function properly if kept in good order. Ensure that you do not abuse anything provided for use.

Compliment both teams on good play when the opportunity arises. Respect the officials at all times.

- **Learn to accept success and failure, victory and defeat with humility**

Coaches' Codes of Behaviour

- **Promote the Player's Code of Behaviour with young players at every opportunity.** Follow fair play and ethical guidelines.
- **Teach your players the rules and the spirit of the game.** Help them to understand and abide by the rules of the sport being coached. Fully prepare players for the activities and make them aware of their personal responsibility in the team. Remember sport is enjoyed for its own sake - play down the importance of awards.
- **Carry out the substitutions and rotation requirements at each game to ensure all players take the court promoting equal court time.**
- **Treat your young players with respect and consideration.** Show patience and understanding towards players who may be learning the game. Motivate young players to improve their skills in a positive and encouraging manner.
- **Promote safe playing.** Within the limits of their control coaches have a responsibility to, establish a safe working environment, to ensure as far as possible the safety of the players with whom they work and to protect children from harm and abuse.
- **Safeguard the physical fitness of opponents, avoid violence and rough play and help injured opponents.**
- **Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of your players.**
- **Schedule your training sessions thoughtfully considering young players' time, energy and ability.** Ensures all practices are suitable and relevant dependent upon the age, maturity, experience and ability of performers.
- **Develop and promote team respect for the ability of opponents as well as for the judgement of officials and opposing coaches.**

Sporting Codes of Behaviour

This Code applies to all those involved in any sport or physical activity including players, officials, coaches, administrators, club officials, or spectators undertaken on the premises of the *Ohoka Sports and Events Centre*.

Those involved shall respect the rights, dignity and worth of every person, player and non-player alike, treating everyone equally within the context of the game or activity. In particular, to be aware of the special needs of young people.

Player's Codes of Behaviour

- **Play for the fun** and enjoyment of sport for your own benefit and the benefit of the team.
- **Understand and play by the rules.** Play by the rules and abide by the referees' decisions. If you are unsure of a rule, ask your coach or referee to explain it to you.
- **Respect referees and other officials.** Referees and officials have a difficult task to perform and you could not play the game without them. They are there to enforce the rules of play but they cannot always be right. Accept bad calls graciously. Abuse of referees is unacceptable behaviour. If you disagree with a decision that has been made, ask your captain or coach to approach the referee during a break or after the game.
- **Be a good sport.** Acknowledge all good plays whether they are by your team or the other team. Good manners and respect can be infectious. Part of participation in sport is respect for all participants in the game. Your opponents are entitled to proper courtesy. Bring a positive sporting attitude to each practice and game, and always introduce yourself to your opponents on court.
- **Work equally hard for yourself and for your team.** You owe it to yourself and others involved in your team to train and play to the best of your abilities. Your team's performance will benefit - so will you! Support your team members on court in a positive and friendly manner.
- **Treat all players as you would like to be treated.** Do not interfere with, bully or take unfair advantage of another player. Do not abuse or ridicule another player when a mistake is made. Constructive guidance and encouragement when a player does well will assist a player to improve their game.
- **Be prepared to lose sometimes.** Everyone wins and loses at some time. Be a fair winner and a good loser. Disappointment at losing is natural, but

it should not be obvious to the point of being unpleasant for others. Just as unpleasant can be the boastful winner. Recognise that even in defeat, the loser has achieved something, just by playing.

- **Listen to your coach's advice and try to apply it at practice and in**

Use of Hall

The primary user of the *Ohoka Sports and Events Centre* shall be Ohoka School, for school and related activities. In addition to this, The CEO is authorised to make the *Ohoka Sports and Events Centre* available for other use where considered appropriate, for a fee. Fees will be primarily aimed at covering the running costs of providing the *Ohoka Sports and Events Centre* for hire, such as insurance and cleaning, with any profits going toward improvements.

The priority order of persons who may use the *Ohoka Sports and Events Centre* are:

- The teachers, staff and pupils of Ohoka School;
- The parents and caregivers of Ohoka School pupils for school-related activities;
- Residents of the wider Ohoka / North Canterbury area;
- Any other group or individual who, in the opinion of the CEO, may use the

Ohoka Sports and Events Centre.

Permitted non-school related uses:

- Theatrical, musical or other cultural rehearsals or performances Yoga and similar arts
- Non-contact sports such as basketball, volleyball, badminton, indoor soccer, netball etc
- Conference etc
- Community group meetings and activities
- Emergency management meetings
- Celebrations such as weddings, birthdays, anniversaries and wakes
- Any other use which, in the opinion of the CEO, is appropriate.

Availability, Hire and Rules

Ohoka School will have exclusive use of the *Ohoka Sports and Events Centre* permanently set aside during the hours of 9.00am to 3.00pm, Monday to Friday during school terms. Ohoka School will also have priority use of the *Ohoka Sports and Events Centre* outside these times for before and after school activities and school events. The availability of the *Ohoka Sports and Events Centre* outside of these times for general hire will be as follows, subject to availability:

- Monday to Thursday during school terms 6.30am - 8.45am and 3.15pm – 9.30pm (applications for extension of hours shall be addressed to the

CEO.)

- Fridays during school terms 6.30am – 8.45am and 3.15pm – 12midnight.
- Monday to Thursday outside school terms 6.30am - 9.30pm (applications for extension of hours shall be addressed to the CEO.)
- Saturday and Sunday 6.30am – 12midnight.

cont	Requires Attention	Satisfactory
Seating is adequate		
Kitchen		
Light switches and electrical sockets are safe		
Taps are in working order		
Flooring is intact		
All cooking and electrical equipment works		
Hot water available and temperature set safely		
Adequate ventilation		
Bench surface is in good condition		
Bathrooms		
Lighting is adequate		
Flooring is intact		
Toilets and urinals are in working condition		
Taps are in working condition		
Hot water available and temperature set safely		
Bathroom is cleaned regularly		
General		
Fire extinguisher and Smoke alarms work		
First Aid Kit is properly stocked		
Civil Defence Kit is properly stocked		
Adequate heating is available		
The building is tidy and clean		
Comments:		

Action:	
Signature:	Date:

For detailed information about the availability of the *Ohoka Sports and Events Centre*, the hire process and conditions refer to:

- The *Ohoka Sports and Events Centre* website, available at www.ohoka.net

Health and Safety Checklist

To be completed on a regular basis by the CEO or delegated person.

The Building	Requires Attention	Satisfactory
Exit Doors are clear and properly marked		
Wheelchair access clear		
Windows are in working order		
Exit doors have secure locks		
Windows can be securely closed		
Grounds are well maintained		
Secure Room		
Heating and cooling is in working order		
Light switches and sockets are safe		
Lighting is adequate		
Telephone is in working order		
Filing Cabinet is secured to wall		
Shelving is secure		
Room is kept reasonably tidy		
Work space is adequate		
Work surfaces are clear		
Room 1		
Heater is in working order		
Light switches and sockets are safe		
Lighting is adequate		
Tables are in good condition		
Seating is adequate		
Room 2		
Heater is in working order		
Light switches and sockets are safe		

Lighting is adequate		
Tables are in good condition		

Facilities

The *Ohoka Sports and Events Centre* is available for School Events, Sports Events, Wedding Receptions, Private Parties, Clubs and Society Meetings, Classes, Exhibitions etc.

- The maximum number of persons permitted on the premises for any function shall not exceed 500.
- For functions with number of guests in excess of 325, portable toilets shall be required. Please consult the *Ohoka Sports and Events Centre* CEO for details.

Kitchen—tea and Coffee making only at this stage

A large room fitted with servery, open shelving, extraction canopy and plenty of worktop space. Including a large stainless steel preparation table and two sink units.

- Electric water boiler (for Tea/Coffee)
- Electric cooker (4 hobs, 4 function static oven – fan assisted, double grill)
- Electric Pie Warmer (for approx 100 savouries)
- Commercial Baking Oven (3 600 x 400 tray capacity, single bi-directional reversing fan system, suitable for larger numbers)
- Microwave
- Fridge/Freezer (640L capacity)
- Electric commercial dishwasher 2 minute cycle. **NB.** We do not supply tea towels for washing up.

China and cutlery consists of cups and saucers, dinner plates, tea plates, fruit/ soup bowls, knives, forks and spoons at this stage not provided

Stage

Has sufficient space for a 3 to 20 piece band.

- Some stage lighting, please enquire for further information
- 16²m of stage extensions, please enquire for further information
- Hand drawn centre opening house curtain and static valance

Display Screens

The *Ohoka Sports and Events Centre* has a number of Art Display

Screens which may be hired for exhibitions etc. for use within the facility. Please contact the CEO before your meeting to hire the equipment.

Sporting Equipment

- Not Available currently

These items may be hired for Sporting Events for use within the facility at the

sole discretion of the CEO. Please contact the CEO to hire the equipment.

Floor Plans

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• **Stay** away from glass doors and windows.

• **If** outdoors, stay away from buildings and electrical wires.

Emergency Contact Information

Doctor/Medical Centre

Ambulance:

Hospital:

Fire Brigade:

Police: Poisons Line:

Civil Defence Post location:

• Contents of First Aid Kit	• Contents of Civil Defence Kit
• Antiseptic ointment	• Can opener
• Assorted adhesive plasters	• Candles and matches
• Assorted sterile dressings	• Knife
• Sterile Gauze Packs	• Spare batteries
• Disinfectant	• Torch
• Disposable gloves	• Transistor radio
• First Aid booklet	• Water (2-3 days supply)
• Safety pins	• Canned and Dried Food
• Scissors and Tweezers	• Foil Blankets
• Dressing Pack	• Tarpaulin
• Triangular bandage	•
• Glad wrap	•
• CPR Mouth Guard	•
• Foil Blanket	•
• Sterile Water	•

The First Aid Kit is located:

The Civil Defence Kit is located:

The Hazard Register is located:

The Fire Warden for this building is:

The following people hold First Aid Certificates:

An evacuation plan is clearly displayed and *Ohoka Sports and Events Centre* users are made aware of the plan.

- Fire extinguishes and smoke alarms are located in the kitchen, hall and side rooms and receive an annual maintenance check.
- Exits are marked and kept clear at all times.
- For maintenance of adequate protection against earthquake damage, annual checks of the building and equipment are carried out by *Ohoka Sports and Events Centre* and reported to the Committee.
- A First Aid Kit and a Civil Defence Box are kept on the premises and checked and restocked regularly.
- A member of the Ohoka School staff shall hold a current First Aid Certificate, and whenever possible shall be present while Ohoka School are using the facility.

In Case Of Emergency

Evacuation Guide

In the event of a fire or earthquake:

- **Leave** the building immediately. (once shaking stops in case of an earthquake)
- **Go** directly to the designated assembly site and remain there until directed otherwise.
- **Do** use the closest available fire exit.
- **Do** turn off electrical equipment and lights.
- **Do** try and close doors behind you.
- **Do not** take personal possessions.
- **Do not** return to the building.
- **Do not** carry drinks or food.

Fire Guide

If a fire breaks out:

- **Raise** the alarm so everyone can get out.
- **Phone** the fire service on 111.
- **Check** everyone is safe.
- **Only** attempt to put out the fire if there is no danger.
- **Close** doors and windows on your way out if possible.
- **Escape** and avoid smoke by crawling.
- **If** overcome by smoke keep low and crawl.

Earthquake Guide

During a major' quake:

- **Do not** panic but stay indoors.
- **Take** cover under sturdy tables or doorframes. Hold on to them firmly if the object starts to move, move with it.

Terms and Conditions of Hire and Use

The following Terms and Conditions apply to all bookings. Please read them thoroughly as understanding and agreement of these conditions constitute part of the booking acceptance. If you are booking on behalf of an organisation or group of people, please ensure that everyone involved with the event is aware of this information.

Bookings

- Applications will be treated in order of receipt however *Ohoka Sports and Events Centre* reserves the right to decline any application for a booking.
- The Hirer must be at least 18 years of age, shall, during the period of the hire, remain on the premises at all times and be responsible for supervision of the premises. At the discretion of the CEO, a nominated representative shall be acceptable.
- The directions of the Ohoka School CEO or their designated nominees shall be observed at all times. These people, along with the Police, St Johns Ambulance Service and the Fire Service, shall have right of entry to the building at all times.
- No booking shall be confirmed until the Hirer receives confirmation from the *Ohoka Sports and Events Centre* CEO that the booking is accepted and the Booking Fee is received.
- The Booking Fee will be forfeit if the booking is cancelled with less than two weeks' notice.
- Unless otherwise agreed with the *Ohoka Sports and Events Centre* CEO, full payment is required two weeks prior to the hire.
- The Hirer shall vacate the hall at the required time.
- The Hirer shall include in their booking time any set-up and pack-up time that may be required. Should the event continue after the finish time, an additional hire shall be payable at the appropriate rate, half hourly there after, unless otherwise agreed with the *Ohoka Sports and Events Centre* CEO.
- Access and use of the stage shall be strictly prohibited unless specific hire arrangements are made.
- Stiletto's and similar types of heels are strictly prohibited unless plastic heel protectors are worn, and should be detailed in ticketing and signage.
- Permanent and/or regular bookings shall be subject to arrangement with the *Ohoka Sports and Events Centre* CEO.
- The Hirer shall be responsible for the proper supervision of car parking arrangements so as to avoid obstruction of Jacksons and Mill Roads, particularly to ensure that no obstruction occurs thereby preventing

access of Emergency Vehicles should the need arise. Please also ensure that guests leave as quietly as possible after a late function and avoid the slamming of car doors and loud disturbances.

- The Hirer shall not sub-let or use the premises for any unlawful purpose or in any unlawful way nor do any thing or bring onto the premises

anything which may endanger the same or any insurance policies in respect thereof, nor allow the consumption of alcoholic liquor without the appropriate licence having been obtained.

- Where decorations are planned, the hirer is to notify their intentions at the time of booking. The hirer shall exercise due care in decorating the building and must make good to *Ohoka Sports and Events Centre's* sole satisfaction any surfaces damaged by decorations.
- Open fires, smoke machines, naked flames (this includes candles and kerosene lamps), barbecues or spits shall not be used either inside or outside the facility without the prior written consent of the CEO. Furthermore if a fire alarm is set off by the use of these items then a charge shall be incurred to the Hirer.
- Piano's shall not be moved without the prior written consent of the CEO or a charge shall be incurred.
- Chewing Gum, Glitter, Confetti, Streamers, Rice and Ballroom Powder are prohibited and shall not be used, in, on or around the *Ohoka Sports and Events Centre* premises.
- The hirer shall ensure that no animals are permitted on the *Ohoka Sports and Events Centre* site, except those required by law - e.g. guide dogs, except with the express permission of the CEO.
- The *Ohoka Sports and Events Centre* shall not permit anything to be done in the facility or its environs which is illegal, disorderly or offensive, and *Ohoka Sports and Events Centre* is the sole judge of whether an activity is disorderly or offensive.
- If the *Ohoka Sports and Events Centre* is used for a social event the local police must be informed.
-

Booking Fee, Bond and Hire Fees

- Payment for hire shall not be required for activities linked to Ohoka School business e.g. classes, sports events, meetings of professional education bodies, sporting codes etc.
- Fees are payable by Cash, Cheque or Bank Transfer in advance to the

Ohoka School Board of Trustees Account No. 12

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- A bond may be applied, although this is at the discretion of the CEO, and *Ohoka*

The CEO shall regularly perform a Hazard Check in the building, ideally monthly.

- Ohoka School employees, children, volunteers, visitors, parents and facility users are to notify the CEO immediately of any hazard they notice so that action can be taken to eliminate or reduce the hazard.
- Any hazards not dealt with immediately are reported and discussed at the earliest Committee meeting and steps taken to eliminate, isolate or minimise the hazard.

Emergency evacuation plans are clearly displayed in the *Ohoka Sports and Events Centre* and the emergency and evacuation policy is adhered to.

Disaster Management

Please refer to the Civil Defence pamphlets for more information regarding preparing and surviving Civil Defence emergencies.

Emergency Procedures Policy

Rationale

To prepare for emergencies that may happen during a hire or Ohoka School usage.

Purpose

To ensure that *Ohoka Sports and Events Centre* users are safe in the event of an emergency.

Sports and Events Centre reserves the right to impose any bond and to vary its deposit requirements and charges as it sees fit.

- Refund of a bond shall only be made if all obligations in the contract documents remain fulfilled, no extra cleaning is required and no damage to the *Ohoka Sports and Events Centre*, its contents or environs is sustained on inspection by the CEO after the event, otherwise any applicable costs will be deducted from the bond.

- Any booking made more than six months ahead shall be charged at the rate applying on the date of the function.

Damage and Loss

- The Hirer shall be held solely responsible in respect to any claims arising,

Pro -

EXIT

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cedures

Name Signature Date

Safety Requirements

In this section we cover the requirements your organisation shall meet regarding Health and Safety for facility user groups and employees, children and parents/visitors of *Ohoka Sports and Events Centre*.

Health and Safety Standards

The essential responsibilities of the *Ohoka Sports and Events Centre* with regards to health and safety are:

- To identify and remedy any hazards in the *Ohoka Sports and Events Centre*
- To provide and maintain emergency supplies and equipment.
- To ensure evacuation and emergency procedures are made available to Ohoka School employees, children, volunteers, parents, visitors and Hirers of the *Ohoka Sports and Events Centre*.
- Hirers of the facility and Ohoka School employees, children, parents, visitors and volunteers have a responsibility to ensure they are aware of the evacuation and emergency procedures for the *Ohoka Sports and Events Centre*. An Emergency Warden shall be appointed and is responsible for evacuating the building in case of emergency. Wardens need to be aware of any people with disabilities present at the facility.
- A checklist shall be used to regularly review the *Ohoka Sports and Events Centre* for the presence of hazards and to ensure emergency supplies are available.

For more information about what hazards are and how to identify and deal with them, contact:

ACC Thinksafe: 0800 THINKSAFE (0800 844 657) www.acc.co.nz

Health and Safety Policy

Rationale

The *Ohoka Sports and Events Centre* and Ohoka School employed staff, children, volunteers, parents, visitors and Hirers need to take all practicable steps to ensure the safety of everyone on the premises

Purposes

To provide and maintain a safe environment. To ensure, so far as is reasonably practicable, any hazards are corrected, repaired, removed or made inaccessible.

Procedures

or loss, accident, injury or damage to persons or property sustained in connection with their function.

- Any loss or damage to *Ohoka Sports and Events Centre* property, furniture, fittings, fixtures, appliances, apparatus or environs in or about the said premises shall be charged to the Hirer.
- No responsibility shall be accepted for any damage to or loss of any property including vehicles, the hiring user/group bring to or store on the premises.
- Nothing is to be driven into or attached in any way to ceilings, walls, floors, furniture or furnishings without prior written permission. No writing, painting or disfigurement is to be applied to the walls, ceilings or floors.
- The Hirer shall return all chairs, seating, furnishings or other property to their designated areas.

Noise

- Noise from guests, amplifiers and loudspeakers shall be kept to a moderate level at all times. Failure to comply with this condition may result in the early closure of the function and/or a significant fine.

Health and Safety

- Fire/Emergency exit doors shall be kept clear from obstruction at all times.
- The Hirer shall be responsible for the provision of first aid facilities during the hire period and needs to be able to provide first aid assistance to anyone injured during the term of the hire.
- The Hirer shall be responsible for the provision of a cellphone for emergency purposes.
- The Hirer shall be responsible for maintaining good order and behaviour in all parts of the premises and grounds in use and shall not cause, suffer or permit disorderly conduct or nuisance to arise.
- The Hirer shall comply with all laws, regulations, bylaws and rules applicable to the operation of the event and the use of the venue, including taking all practicable steps to ensure that the provisions of the Health and Safety in Employment Act 1992 and amendments are met at all times.

<http://www.osh.dol.govt.nz/law/hse.shtml>

- The Hirer shall be responsible for the behaviour of event participants and for ensuring that activities and persons present adhere to the rules of the *Ohoka Sports and Events Centre*.
- The Hirer shall be responsible for ensuring that the *Ohoka Sports and Events Centre* is kept secure at all times during and following the hire,

and until such time as the facility prox key are returned to the CEO.

- The Hirer shall read and understand the Fire and Emergency Evacuation Procedures as posted inside the *Ohoka Sports and Events Centre*.
- Smoking is not permitted on the premises or anywhere on the site of the *Ohoka Sports and Events Centre* including adjacent and surrounding Ohoka School Property in accordance with the: Smokefree Environments

Amendment Act 2003.

<http://www.moh.govt.nz/smokefreelaw>

- The Hirer shall ensure a Fire Warden is nominated to act in the event of fire. For a larger group there shall be one warden to every 100 people.

Permits and Consents

- The Hirer shall obtain and comply with the provisions and necessary approvals, consents and licences from any person, including the Council, to run the event, the costs of which shall be met by the Hirer. This includes the use of music and video CD/DVD's, food preparation and liquor licences if applicable.
- Consumption of liquor is permitted outside of school hours, subject to compliance with Good Host Responsibility and the application for a Special Licence, and that it will remain under the strict control of one responsible adult throughout the hire or use. Hirers shall additionally abide by the Ohoka School Alcohol on School Property Policy, and a copy

• All lights have been turned off .	<input type="checkbox"/>
• All Audio equipment including amplifiers and micro phones have been correctly turned off and put away	
• All doors have been locked.	<input type="checkbox"/>
• The alarm has been set.	<input type="checkbox"/>
• The key/s and Wardens Arm Bands are accounted for and ready to be returned.	<input type="checkbox"/>

of the Special Licence shall be forwarded to the CEO prior to the hire, or the event shall be deemed and enforced as Alcohol Free.

[http://www.visitwaimakariri.co.nz/content/library/](http://www.visitwaimakariri.co.nz/content/library/EventManagementGuideWeb1.pdf)

[EventManagementGuideWeb1.pdf](http://www.visitwaimakariri.co.nz/content/library/EventManagementGuideWeb1.pdf)

<http://www.wellington.govt.nz/services/liquor/host/host.html>

- Where preparation and or sale of food is undertaken the Food and

Hygiene Regulations 1974 shall be complied with.

Repairs Required:

Damage/Breakage:

<http://www.nzfsa.govt.nz/processed-food-retail-sale/index.htm>

Security

- The Hirer shall ensure that all heating and lighting is turned off before vacating the premises. An additional charge shall be made if anything is left on.
- The Hirer will be provided with the necessary prox key/s. These must be returned the next day or as agreed with the CEO.
- Loss of facility prox key/s shall incur for the Hirer, the full cost of replacing and re-issue of the required prox key/s.
- It is the Hirer's responsibility to check that all outer doors and windows are securely locked when vacating the premises, and that the alarm has been activated.
- If the *Ohoka Sports and Events Centre* CEO is required to call a Security Guard, Emergency Service or Tradesman for any reason whatsoever, the Hirer shall be billed for any costs incurred.
- The Hirer shall complete the Vacation of Premises Form and return this to the CEO on completion of the hire.

Cleaning and Rubbish

- A cleaning fee shall be negotiated with the CEO should the Hirer choose this option, otherwise:

Cleaning Requirements:

Accident/Incident or Injury: (Any subsequent action taken or consequence incurred must be included, together with contact details for anyone injured.)

Vacating Premises Checklist

The following checklist shall be completed by all Hirers and returned to the CEO with the key/s and Wardens Arm Bands upon completion of their event.

<ul style="list-style-type: none"> All tables and chairs have been correctly put away in the designated storage area. 	<input type="checkbox"/>
<ul style="list-style-type: none"> All hired equipment has been returned tidily to its correct storage area. 	<input type="checkbox"/>
<ul style="list-style-type: none"> All sporting equipment has been returned tidily to its correct storage area. 	<input type="checkbox"/>
<ul style="list-style-type: none"> All the kitchen surfaces and equipment used have been thoroughly cleaned and where required returned tidily to their correct storage area. Cleaning cloths and equipment used have been washed and hung up to dry or put away correctly. 	<input type="checkbox"/>
<ul style="list-style-type: none"> All rubbish, decorations, rice and offensive material has been removed. 	<input type="checkbox"/>
<ul style="list-style-type: none"> The kitchen extractor fan has been turned off. 	<input type="checkbox"/>
<ul style="list-style-type: none"> The oven and microwave have been turned off 	<input type="checkbox"/>

<ul style="list-style-type: none"> The fridge/freezer is left on. 	<input type="checkbox"/>
<ul style="list-style-type: none"> All items, personal gear and equipment belonging to the Hirer have been removed. 	<input type="checkbox"/>
<ul style="list-style-type: none"> All windows have been checked and are secured. 	<input type="checkbox"/>
<ul style="list-style-type: none"> All heating/air-conditioning has been turned off. 	<input type="checkbox"/>
<ul style="list-style-type: none"> The bathroom and toilet facilities have been thoroughly cleaned and all cloths and equipment used has been washed and hung up to dry or put away correctly. 	<input type="checkbox"/>
<ul style="list-style-type: none"> All floors have been vacuumed and where appropriate wet mopped. 	<input type="checkbox"/>
<ul style="list-style-type: none"> All Emergency Exits are clear. 	<input type="checkbox"/>
<ul style="list-style-type: none"> All repairs required, damage/breakage, cleaning requirements and accident/incident or injury has been recorded. 	<input type="checkbox"/>

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Please ensure that ALL RUBBISH is removed from the *Ohoka Sports and Events Centre* and the outside surrounding area.

- The total area shall be left clean and tidy at the end of the hire.
- Floors shall be swept, damp mopped and carpets vacuumed as necessary. Appropriate and adequate cleaning supplies and equipment are provided in the cleaning cupboard for use by the Hirer. Used mops shall be washed thoroughly after use in hot soapy water, squeezed dry, and left standing upside down in the cleaning cupboard to allow for complete drying.
- Cleaning items that require replenishment shall be notified to the CEO upon completion of the hire.
- Cloths used for cleaning the kitchen facility shall be thoroughly washed in hot soapy water, squeezed dry and hung up on the hanger provided to allow for complete drying.
- Cloths used for cleaning the restroom hand-basins shall be thoroughly washed in hot soapy water, squeezed dry and hung up on the hanger provided to allow for complete drying.
- Toilets shall be thoroughly cleaned.
- The Hirer shall ensure the removal of all personal equipment and belongings immediately after the function, unless prior approval has been given, within the period of hire by the CEO.

Cancellations

- The *Ohoka Sports and Events Centre* reserves the right to cancel any bookings if the facility is required for any purposes of urgent maintenance or national, local or civic emergency defence. In that event all fees shall be refunded in full and the event shall be rescheduled.

Disputes

- In the event of any dispute arising from this agreement, the Ohoka School's Disputes Policy shall apply.

Emergency Evacuation Procedures

- All visitors shall read and be familiar with the *Ohoka Sports and Events Centre* Emergency Procedures Policy, and be able to respond to an emergency and evacuate the building safely.
- Copies of Emergency Evacuation Procedures are posted strategically throughout the *Ohoka Sports and Events Centre*.
- Immediate evacuation of all areas of the building is essential upon discovery of a fire or upon the continuous sounding of the fire alarms.

- The *Ohoka Sports and Events Centre* evacuation meeting point is the adjacent hall carpark.

Warden Identification

- Chief Warden - *Ohoka Sports and Events Centre* CEO, Ohoka. (Onsite)

during School Hours)

- Deputy Warden – Ohoka School Caretaker, (Offsite from this building)
- Fire Warden – a Fire Warden shall be assigned by any group who hires and or uses the hall. This shall be recorded in advance on the Booking Form. Fire Wardens are obliged to carry a cellphone while on the premises to enable them to call 111 in an emergency.
- Coloured ‘Warden Arm Bands’ are issued with the prox keys for Warden identification use in the event of an emergency. It is the Hirers responsibility to ensure these are worn as necessary.

Wardens

- In an emergency Fire Wardens are to identify themselves by wearing an arm band (issued with the prox key/s).
- Each user group shall appoint one Fire Warden for every 100 people present in the hall.

In case of fire, or if the fire alarm sounds, the Fire Warden shall:

- Evacuate all users to the assembly point;
- Call 111 and notify the Fire Service that the alarms are sounding at the [Ohoka Sports and Events Centre](#). (Ask for the Fire Service. Then confirm the [Ohoka Sports and Events Centre’s](#) address and the nature of the emergency) The Ohoka School and CEO will be automatically notified of any emergency.
- Check that no one is left in the building;
- Complete a head count for the group – report anyone missing to the Senior Fire Service Officer;
- Ensure no person returns to the building until after the all-clear is given by the Fire Service;
- Continue to Liaise with the Senior Fire Service Officer.
- Where disabled persons are using the facility the Warden must advise the Fire Officer.

Building Assistance Register

- Each user group shall be required to maintain a register when applicable, recording the names of any people in the group who require assistance leaving the building in the event of an emergency.
- Keep this register with you at all times.

Location of Fire Hoses/Fire Extinguishers/Fire Blankets/Alarms

- Please see [Ohoka Sports and Events Centre](#) floor plan (located at the main entrance/exit) for the location of these items and ensure you and the members of your group are familiar with the fire exits.

Kitchen Operating Guidelines

Prospective Uses - at this stage only tea and coffee making permitted

- Preparation of food for a School Event/fundraiser – by school, sub-committees or community members

Schedule of Facilities Hired:	Hire Charges:
Main Hall/Gymnasium Hire only	\$
Main Hall/Gymnasium and stage	\$
Side Room Hire only	\$
Additional equipment/facilities	
•	\$
•	\$
•	\$
•	\$
Additional equipment/facilities	
•	\$
•	\$
•	\$
Cleaning	\$
Bond	\$
Less Original Booking Fee	\$
Balance Due	\$

Date:

All Hire Charges Must Be Paid 2 weeks In Advance

Names of Appointed Wardens:

No. Arm Bands:

No. of Keys:

Signature of Applicant:

Agreement for the Hire and Use

Name of Hirer:

Organisation/Private:

Address:

Phone:

- Declare that I am authorised to act on behalf of the above named hirer.
 - I acknowledge receipt of a copy of the terms and conditions of hiring and have read them and agree that I shall be bound by and shall observe, perform and fulfil the terms and conditions hereinafter referred to and that such terms and conditions shall be deemed to be incorporated in and form part of this agreement and that I shall promptly and punctually pay to the [Ohoka Sports and Events Centre](#) all monies which may now be payable or which may hereinafter become payable in respect of the hiring in respect of this agreement and the said terms and conditions.
 - I acknowledge [Ohoka Sports and Events Centre](#) is a totally Smokefree environment 24 hours a day, 7 days a week and will ensure everyone using all [Ohoka Sports and Events Centre](#) facilities under this hire agreement will adhere to these Smokefree conditions.
 - I agree that the said premises shall be used for the purpose of
-

(variances may be agreed at the sole discretion of the CEO for subsequent hire and this document amended, dated and initialled)

and for no other purpose and agree that I shall pay charges for such hire in accordance with the printed terms and conditions attached.

- Furthermore, I agree that should I book the facility (or parts thereof) on a frequent, regular, semi-permanent or permanent basis, this signed agreement shall be held in force against any such future booking/s, unless specifically replaced by a subsequent signed agreement, and this shall be at the sole discretion of the [Ohoka Sports and Events Centre](#) CEO.

Date(s) required:

Time(s) required:

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Preparation of food for student consumption generally – by the school, sub-committees or community members

- Preparation of food for events that the hall is hired for by the school, sub-committees or community members
- Preparation of food for someone else's gain or for sale elsewhere should the kitchen be hired out.
- Use of kitchen by students for food preparation either in classes or outside school time
- Use of kitchen by students for food distribution/selling during school hours as well as after school hours
- Permanent tuck shop – pre packaged and prepared foods, ice blocks, savouries, etc manned by pupils, sub-committees or community members

Rules of Kitchen Use

- All food contact surfaces and utensils cleaned and sanitised at end of each working day
- No knife, cutting board or slicing machine shall be used for cutting raw meat unless washed and sanitised first
- Cooked perishable foods kept below 4° C or above 60° C
- Cooked perishable foods kept between 4° C and 60° C for no more than 2 hours
- All cooked and perishable foods kept in enclosed containers
- Shall not use fingers to serve food – use tongs, forks or other suitable equipment, and when handling food, plastic gloves shall be worn.
- No customer handling of food prior to purchase
- Raw and cooked food kept separate
- All storage of food 2m above floor
- Rubbish removed daily or kept in separate refrigerated area
- Dry and wet refuse containers must be covered
- Cutting boards must be smooth and free from cracks and easily removed for cleaning
- Light coloured aprons to be used
- Hair tied back
- Wash hands before commencing work and between tasks
- No sick people

Safe Child Policy

Statement of Concern

Ohoka Sports and Events Centre welcomes children of all ages to utilise the facility. The *Ohoka Sports and Events Centre* cannot however monitor the

behaviour, safety, or whereabouts of people using the building during a hire, nor can we provide supervision of children, except where it pertains to the use of the facility as part of the Ohoka School curriculum activities and under the direct supervision of the teachers and designated adults.

Statement of Policy

The *Ohoka Sports and Events Centre* cannot assume responsibility for parental negligence in the caring of minor children, nor do we assume parental responsibility for minor children left unattended in the facility during a hire.

Your Cooperation With Our Efforts To Maintain A Safe Environment For All Our Users Is Greatly Appreciated!

Services for People with Disabilities

Ohoka Sports and Events Centre is committed to ensuring the facility is accessible to all users. Presently the *Ohoka Sports and Events Centre* has these items in place to make the facility more accessible:

For People with Visual Impairments:

- Excellent reflective low glare lighting.
- Production and spot lighting.
- Large Print signage.
- Large Screen audio visual and overhead equipment available for hire.

For People with Hearing Impairments:

- Sound System

For People with Limited Mobility:

- Flat floor entrance and exits.
- Automatic door openers at the front of the building.
- Designated Disabled Parking Spaces
- Disabled accessible restroom facilities.
- Aisles wide enough to accommodate wheelchairs.
- Disabled accessible seating.
- Stage access lift

Smoke-Free Policy

Rationale

Ohoka Sports and Events Centre operate a Smoke-free environment.

Purposes

To ensure all those entering the facility are aware of the no smoking rule. To ensure Ohoka School employees, volunteers, parents and visitors are aware of the no smoking areas.

Procedures

- No smoking signs are displayed within the facility.
- Discussions are held with any person being employed by Ohoka School or using the *Ohoka Sports and Events Centre* facility about the Smokefree Policy.

The CEO and Ohoka School staff will ask anyone smoking within the facility and surrounding environs to stop smoking or leave.

Alcohol on School Property Policy

Alcohol shall not be consumed on school property when the school is open for instruction. The school is however at liberty to run and host social events where the consumption of alcohol on school property may be appropriate with the prior written approval of the CEO. Accordingly alcohol may be consumed by staff, invited guests and/or Hirers of the Ohoka Sports and Events Centre at least half an hour after school closing and when no students are present.

Organisers of functions on school property shall supply a written request to the CEO if they wish to serve alcohol at a function, and a formal response from the CEO shall be obtained.

The CEO shall consider:

- the nature and purpose of the event
- the location of the event (on or off-school site)
- the nature and level of supervision
- the aims and purposes of the Alcohol on School Property Policy, and Good Host Responsibility.
- the submission of a Special Licence, should alcohol be sold or supplied.

General Disclaimer

Ohoka Sports and Events Centre maintains this documentation and its website for the purpose of providing access to booking services, including helpful and reliable information and links. Every effort is made to ensure that the information provide here is a fair and accurate representation of the current status of availability and requirements of operation. Should you require further confirmation or information, please contact the CEO.

Hyperlink Policy

Some pages in this documentation and on the website provide external links to various community and commercial organisations that may be of interest to Hirers. These links are provided as part of the *Ohoka Sports and Events Centre* mission to provide up-to-date and accurate information to users. The *Ohoka Sports and Events Centre* does not necessarily endorse these organisations,

nor does it control the content of the linked websites. The *Ohoka Sports and Events Centre* reserves the right to deny any and all requests for links, and to sever existing links at anytime.