



WAKATERE BOATING CLUB (INC)

This is an extract of the Wakatere Venue Hire Contract

It will give you a good idea of what to expect and should be shared with your caterer, friends, and family helping with the setup and pack down of your event -

1. **NO VEHICLES** are to be parked inside this area during the Hire Period. This is a council reserve and parking contravenes our lease. The gate must remain closed and locked throughout the event for club security. However, the Hirer is able to open the gate to the Hall for temporary access to drop off and pick up supplies and equipment.

2. In respect of the Hall (except with the express written permission of Wakatere to do otherwise), the Hirer must, and shall procure the Guests to do, the following:

- Take proper care of the Hall and ensure that no damage occurs.
- Not drive nails, tacks, screws, hooks, drawing pins, tape, or similar fastening devices to the walls, furnishings, honours boards, ceilings, or floors of the Hall.
- Not move or remove any of Wakatere's fixtures.
- Not use any of the Hall's equipment, fixtures, fittings, heating, or ventilation systems other than for their intended purpose.
- Ensure all fire precautions and safety requirements are complied with.
- Barbeques are not permitted on the deck.
- Report any damage to the Hall or any of Wakatere's property immediately to Wakatere.
- Keep the noise level to a reasonable level during the Hire Period. As the Hall is in a residential area, the Hirer must keep the doors and windows facing the street closed wherever practicable (south and west).
- Not smoke anywhere inside the Hall and ensure that all guests are made aware of this requirement.

Please check the following before leaving:

- All rubbish, bottles, food, and alcohol (other than alcohol owned by Wakatere) are removed from the Hall and the Grounds.

- All Wakatere tables and chairs are stacked in the location and in the manner directed by Wakatere.
- Cooktop and oven are off and the wall switch is off.
- Windows and doors are shut and locked.
- Flammable material is removed.
- Hall lights are switched off.
- Hall is securely locked.
- Alarm is set.

The full Wakatere Venue Hire Contract will be forwarded to the Hirer.

Please contact the Venue Hire manager for information on the Rubbish removal service. This is an additional fee.