



Application for Long-term Hall Usage

	Date of application		
Person in Charge			
Organisation / Group			
Physical Address			
Postal Address			
E-Mail			
Cell Phone		Telephone	
Alternative Contact			
Alternative Cell Phone		Telephone	
Details of When Hall Shall be Utilised:			
Day	Start Time	End Time	Hours Per Day
Contract Period:			
Contract will commence on :			
And will conclude on :			
Special conditions of hire:			

NAME AND SIGNATURE OF PERSON AUTHORISED TO ACT FOR ORGANISATION

Irene Association Banking Details: Bank : Standard Bank
 Branch: Lyttleton
 Branch Code : 010945
 Type: Cheque Account
 Account : 011719362

Please send proof of payment to irenevillagehall@gmail.com

HIRER'S FULL BANKING DETAILS

ACCOUNT HOLDER:

BANK :

BRANCH AND CODE :

TYPE OF ACCOUNT:

ACCOUNT NUMBER :

Deposit received on:20.....



Long-term Hirer's Agreement

- The Irene Village Hall belongs to the residents of Irene and must therefore be left in the same clean condition in which it was found. The Hirer should report to the Hall Manager immediately on entry if cleanliness is not to his / her satisfaction as no claim can be settled after the event.
- The responsible person shall undertake to ensure that the property is left clean and without damage at the end of its usage. Any damage must be reported to the Hall Manager immediately it is discovered.
- SAFETY:
 - The front and the sliding door on the East side of the hall must be unlocked at the commencement of the function and locked at the end of the function as this is a safety precaution to serve as emergency exits.
 - Fire Extinguisher and Electrical Distribution Boxes: Please familiarize yourself with the notice in the Kitchen. **It is the responsibility of the Hirer to become familiar with the whereabouts of the fire extinguishers and electrical distribution boxes in case of fire or power failures, as well as the emergency key attached to the west side wall.**
 - Maximum occupancy for the hall may not exceed **140 persons**.
 - The notification above shall be considered sufficient notification of safety measures, and any loss arising from the Hirer's failure to adhere to such measures, shall be the sole responsibility of the Hirer.
- CLEARING UP:
 - The Hall floor is to be cleaned ONLY with a damp mop. No polishing or cleaning agents may be used.
 - Chairs should be stacked in rows of 5's (for easy counting) and placed in the foyer.
 - Tables should be stacked with legs together, and then table tops together in order to avoid scratches.
 - Where the Hirer has sole use of a particular area, the Hirer shall undertake to keep such area clean.

WHAT TO DO IN THE EVENT OF A POWER FAILURE



Long-term Hirer's Agreement

1. Find the DB board situated on the left hand side of the stage. Switch POWER OFF on DB board. To the left of the DB board is a white box. Turn the handle from MAIN TO GENERATOR.
 2. Now move to the generator which is outside the hall. It is situated outside the toilets to the left.
 3. On the left of the generator is a choke switch. Make sure that the choke is pushed back towards the wall (to the left)
 4. Turn the black circuit breaker switch from off to on.
 5. Insert the key and turn the generator on.
 6. Switch the choke off by moving the lever to the far right.
 7. The main lights in the hall may now be used as well as the following plugs;
 - (a) The plug marked generator at the back of the hall.
 - (b) The plug marked generator under the white generator box on the stage
 - (c) The plug marked generator in the kitchen
 8. Food may be warmed on hot trays. The stove may also be used as it works on gas. The sound system may be used but AT OWN RISK. It is suggested that only the main parts of the sound system be used and not all the fancy equipment.
- **GENERAL:**
 - No nails, staples, drawing pins or screws may be used. Only Prestick is permissible and must be removed when the hall is vacated.
 - Children must be supervised at all times.
 - Ballet barres are solely for the use of the ballet school and are therefore *strictly out of bounds*.
 - **The Hall is a SMOKE FREE ZONE!**
 - **SALE OF LIQUOR:** please be aware that the hall does **not** have a liquor license and it remains the hirer's total responsibility to arrange for a temporary license should you wish to sell liquor on the property. The committee holds no responsibility for any consequences of the hirer not complying with the present liquor act.
 - **RETURN OF DEPOSIT:** When the contract period is over, if the Hirer has paid a deposit, such will be refunded by EFT to the Hirer a minimum of seven (7) days after conclusion of the contract. This will be done once all keys have been returned and a full check of the premises and inventory has been undertaken by the Hall Manager.



Long-term Hirer’s Agreement

- **LENGTH OF HALL USAGE CONTRACT:** The duration of this agreement shall be from to A request to renew such contract should be made to the Hall Manager in writing, THREE (3) months before the expiry of such contract. **Three (3) months written notice shall be given by the Hirer of its intention to cancel the contract.**
- **HIRE RATES:** In terms of this agreement, the Hirer is entitled to utilise the facilities of the Hall (as laid out in the document *Application for Long-term Hall Usage*) at an hourly rate of **R.....** per hour. The Irene Association (IA) reserves the right to reassess these rates on an annual basis, to take into account inflation and other escalating costs. The IA undertakes to provide at least 2 (two) months written notification of any increases.
- **The rental at the base hourly rate of R.....** shall be computed to a quarterly rental amount of **R.....** which is payable one **(1) month** in advance.
- **RESTRICTIONS ON HALL USAGE:** The IA notes that it may be necessary to conduct repairs and maintenance to the Hall and its facilities from time to time. This will be done in such a manner as to inconvenience long-term hirers as little as possible. Should the Hall be unavailable for any period, the IA undertakes to give one month’s written notification of this fact, unless such repairs are of an emergency nature.
- As the Village Hall remains the property of the people of Irene at all times, **it is noted that preference may be given to special Irene community events such as the Annual Art show, community events and theatrical productions.** Such events shall be approved in advance by the IA Committee and at least one month’s written notification supplied to the affected Hirer. The IA undertakes to refund/provide a credit for any such time.

TERMS OF HANDOVER OF KEYS TO LONG-TERM HIRER:

- The keys may only be used to access the Hall at the times as agreed in the Hirer’s Contract.
- Permission must be obtained from the Hall Manager in advance should, for some reason, the Hirer require access to the Hall at any time other than those specified in the contract. Failure to inform the Hall Manager / Member or the Irene Association (IA) Committee will result in the person/s being guilty of trespass.



Long-term Hirer's Agreement

- The Hirer's Representative undertakes to accept full responsibility for the care of the keys and warrants that possession of such keys shall not be transferred from his/ her possession.
- The Hirer's Representative agrees that he / she will, in the case of an emergency, either undertake to open the Hall, or release the keys to an authorised representative of either the Irene Association or the Irene Landowners Association, if requested to do so.
- The Hirer's Representative warrants that no duplicate keys shall be made.
- If the keys are lost, the Hirer's Representative undertakes to inform the IA Hall Manager or member of the IA Committee immediately per telephone, and then as soon as possible thereafter in writing /per email.
- Should the keys be lost (whether due to theft, negligence or any other cause whatsoever) the Hirer's Representative warrants that the organisation /group shall become liable for the expense of replacing all affected locks and providing the required number of copies of all keys.

I accept that I enter the premises entirely at my own risk, and that the owners, their servants and agents shall not be liable for any loss or damage howsoever occurring to my person, guests or property, even if such loss or damage is attributable to the owners' negligence. I hereby waive on my own behalf and on behalf of my dependents and those whom legally represent any claim which I or they may have arising out of injury, loss or damage to myself or my property while at the Irene Village Hall.

I confirm that I understand and accept the above terms and conditions, and warrant that the information supplied in the *Application for Long-term Hall Usage* is correct:

APPLICANT'S: SIGNATURE: _____ DATE: _____

FOR THE IRENE ASSOCIATION: _____ DATE: _____