



293 Cuba Street, Wellington, Aotearoa, NZ.

T: (04) 384 3088 or 027 872 2217

E: office@thistlehall.org.nz

## Hire Terms and Conditions for Regular Hall Hires

Regular hires will be offered tenure for one year with an opportunity to reapply annually. The term of tenure is from January 1 to December 31. All tenures will be reviewed at this time.

We define “regular hires” as those who want to hire the Hall on a continuous weekly, fortnightly, or monthly basis for a least six months.

<b>TIMES</b>	<b>COST (GST INCL.)</b>
<b>OFF PEAK</b>	
Between 8am and 5pm Monday – Friday	\$20.00 per hour
<b>PEAK</b>	
Between 5pm and midnight Monday – Thursday	\$26.00 per hour
8am – 5pm Saturday	
8am - midnight Sundays	
Rates are reviewed annually. Any change will apply from 1 Jan or 1 July of the year of review.	

## **CANCELLATION**

- 14 calendar days' notice must be given of cancellation, or the full hire fee will be charged.

## **AMENITIES**

The Hall has the following:

- Approximately 90 chairs – please use wheeled frame to move stacked chairs.
- 6 trestle tables.
- A kitchen with microwave oven, stove, hot water urn and fridge freezer  
No cutlery, crockery, utensils etc. are provided. The Hirer is responsible for ensuring their guests are aware of this.
- Please don't leave any items behind when you leave.
- There are plenty of plugs and three phase power.
- There is no audio or visual equipment. If you bring a projector you can screen onto the wall opposite the fire exit.
- Heating (radiant ceiling heaters) and cooling (fans).

## **DAMAGE**

Any loss of, or damage to Thistle Hall property, furniture, fittings, fixtures, appliances, and apparatus in or about the venue will be charged to you.

No responsibility will be accepted for any damage to or loss of any property you bring to the venue. You are strongly advised to have adequate insurance to cover your possessions as Thistle Hall does not cover this.

## **FIXINGS**

Only Blu tack or similar can be used on the walls, floors, windows & ceilings of the Hall. No sellotape, nails, screws or any other means of fixing or fitting objects or decorations are to be used. Your bond will not be refunded if you damage the paintwork.

## **NOISE RESTRICTIONS**

All loud music and all event related activities inside, outside, and around the venue must cease by 11.30pm. All guests must leave by midnight, leaving only those people allocated to tidy and clean.

## **PARKING**

Thistle Hall doesn't have any dedicated car parks. There is one-hour along Arthur Street. The closest bay is a two-hour mobility park.

Paid parking on Cuba Street is currently \$4 per hour, maximum 120 minutes.  
Weekends \$3 per hour, maximum 180 minutes.

## THISTLE HALL LOGO

You are welcome to promote your event or activity as being at Thistle Hall Community Venue. Do not use the Thistle Hall logo (image of a thistle head) in any hard copy or online promotional material.

## ALCOHOL AT YOUR EVENT

You need a Special Licence if:

- You are planning to sell alcohol at an event
- You are selling tickets to an event in which alcohol is supplied free of charge, (the price of the alcohol is deemed to be included in the price of the ticket)

Phone Wellington City Council on (04) 499 4444 and ask to speak to someone in Licensing. The cost of any liquor license must be met by the Hirer. Likewise, any approvals, consents or licenses regarding music and sound systems, if applicable, must be met by the Hirer.

## SECURITY

As the Hirer, you are responsible for security. You will be held solely responsible with respect to any claims arising, or loss, accident, injury, or damage to persons in connection with your booking(s).

## MAINTENANCE

Thistle Hall reserves the right to cancel any bookings if urgent maintenance is required for the premises. In that event, Thistle Hall will reschedule the booking for the next earliest, convenient time. If rescheduling is not possible, all paid fees will be refunded in full.

## CLEANING UP

The Hall floor has been oiled. It's important that liquid doesn't sit on the surface of the floor. Please clean this up immediately with a paper hand towel or a damp cloth. **PLEASE DO NOT USE ANY CLEANING PRODUCTS ON THE FLOOR.**

### At the end of your hire

- Sweep floor if needed (broom is in cupboard with chairs, brush and pan is in kitchen).
- Place all rubbish in the kitchen bin.
- Take excess rubbish and recycling with you
- Return all furniture to its designated area
  - Chairs and trestle tables stacked in chair cupboard
  - NOTHING to be stored in front of lift door or Fire Exits
- Kitchen – Remove leftover food and drink from fridge and surfaces.
- Remove all your belongings/equipment (including any hired items) from the venue immediately after your hire.
- **ENSURE ALL WINDOWS ARE CLOSED AND DOORS LOCKED SECURELY BEFORE LEAVING.**

## **EMERGENCY PROCEDURES**

### **FIRE AND SAFETY**

- The Fire and Safety Regulations permit **a maximum of 100 people in the Hall at any time**. You are responsible for ensuring this is always adhered to.
- Do not use any equipment that generates flames or smoke e.g., candles. Do not use smoke machines as they will activate the fire alarms.
- Fire and smoke alarms are wired to the Fire Service. If they are activated unnecessarily, the Hirer will be charged a call out fee. This can be up to \$1500.
- Fire and Emergency doors must always be kept clear of obstruction.

### **IF YOU FIND A FIRE IN THE BUILDING:**

- Activate the nearest fire alarm call point by breaking the glass and turning on the switch.
- Phone "111" and ask for the Fire Service. Tell them where the fire is and give them the address: Thistle Hall Community Venue, 293, Cuba Street (Corner of Cuba & Arthur Streets) Wellington.
- The Hirer must inform the Thistle Hall Manager as soon as is practicable that the Fire Service were called to Thistle Hall even if no emergency occurred.

### **FIRE WARDEN**

- A Fire Warden must be assigned by any group who books and uses the Hall. Familiarise yourselves with the location of the fire alarm call points, fire extinguishers, fire exits and the assembly area. Fire and emergency procedures are displayed in the Hall.
- In an emergency, Fire Wardens are to identify themselves by wearing the Fire Warden vest which is available in the kitchen. The First Aid supplies are also in the kitchen.

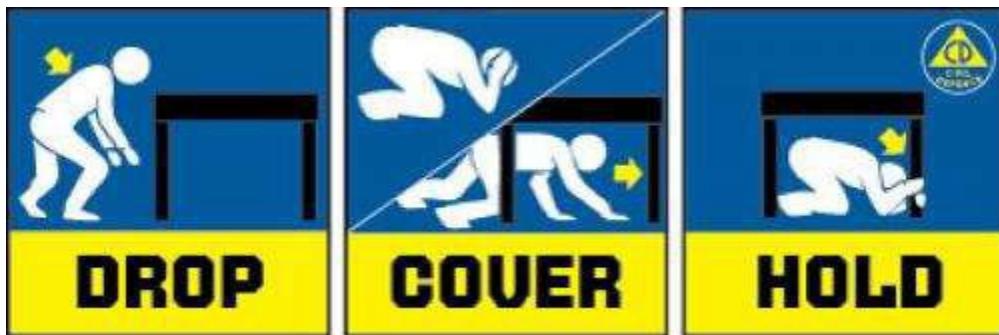
### **WHEN THE FIRE ALARM IS ACTIVATED, THE WARDEN MUST:**

- Instruct people to leave by the nearest exit, directing them to the assembly area outside the adjacent building on Arthur Street (away from the front or sides of the building).
- Check in with users of other areas in the building to ensure all areas have been evacuated. If someone is unable to be evacuated, ensure they're in a safe place, and notify the Fire Service as soon as they arrive.
- Call 111
- Remain outside the building and liaise with the Fire Service. Advise which areas haven't been checked.
- Ensure that no one re-enters the building until the 'all clear' is given by the Fire Service.
- The Fire Warden must complete a head count and report anyone missing, to the Senior Fire Service Officer.
- Where disabled persons are using the venue, the Warden must advise the Fire Officer immediately.

### **FIRST AID**

- First Aid facilities are available in the kitchen next to the Hall. It is the responsibility of the Hirer to provide basic First Aid care for minor incidents.

## EARTHQUAKE



- Move no more than a few steps - drop, cover and hold. Stay indoors - you do not have to evacuate a building straight away unless it is showing obvious signs of distress.
- Get under solid furniture like tables or desks and hold onto it.
- Be aware of falling ceiling, light fittings etc.
- If it is not safe to stay in the building, then make sure everyone gets out and goes to an open space away from buildings and power lines.
- Do not use the lift.