

71 Waipapa Road,
Remarie Kapa Drive
KERIKERI 0230



Far North
District Council
Te Kaunihera o Tai Tokerau Ki Te Raki

Email: info@kerikerisportscomplex.co.nz
Phone: 021 08286932

BOOKING/HIRE REQUEST FORM

Please complete pages 1, 2 & 4, sign and return to the address below.
Please ensure you retain the 'Conditions of Hire' for your records

HIRER DETAILS

Name: _____

Organisation: _____

Address: _____

Phone: _____ Mobile: _____

Email: _____

Please state purpose of hire: _____

Details of purpose: _____

Type of music provided e.g. band, DJ: _____

No. of people expected: _____

HIRE DETAILS: (tick as appropriate)

- ☐ Entire Complex and Grounds ☐ Function Room only ☐ Meeting Room
- ☐ Function Room & Kitchen (full use)* ☐ Fields or Courts only ☐ Changing Rooms
- ☐ Function Room and Kitchen (Minimal kitchen use – tea/coffee making and reheating of snacks)

Kitchen requirements: ☐ chiller ☐ deep fryers ☐ electric oven ☐ gas oven with hobs

*It is recommended that Hirer's view the kitchen before use as the kitchen is stocked with minimal kitchen supplies.

***Please refer to page 8 for details and responsibilities.**

Date/s of hire:

Day/s: _____ From: _____ am/pm ____/____/____ Start date

To: _____ am/pm ____/____/____ End date

Alcohol Consumption

All alcohol consumed must be purchased from the Kerikeri Sports Complex Bar, as are the conditions of the Liquor Licence. Please, **BYO is not permitted** on the Sports Complex grounds.

Do you require the bar to be open ☐ Yes* ☐ No
If **Yes**, please complete details on page 7

Hours Bar will be required _____

A Special Liquor Licence will be required for all occasions selling alcohol. Please allow 25 working days for this to be processed with the Far North District Council and 5 working days for the Complex Board.

*The Duty Manager for the operation of the Kerikeri Sports Complex Bar is:

Name: Neil Miller

Phone: 027 497 3492

Please feel free to contact Neil as above should you have any special requirements.
Otherwise a standard Beer, Wine and some RTD's will be supplied.

Special Conditions:

Please note:

- All requests to monitor and control music must be adhered to. Failure to comply may result in the bar being closed and the bond forfeited.
- No pyrotechnics or explosives (fireworks) to be used in the hall at any time, no smoking, no open fires, no naked flames or candles.
- Spit and BBQ to be used outside only and the hirer must obtain written consent from the Kerikeri Sports Complex.
- These premises are protected by manual fire alarms. If activated the fire service will have to be called before they attend. Dial 111. This may result in a fine to the hirer of up to \$1,500.
- **In the event of a false alarm, please contact FireCo phone 0800 101 232 immediately.**

INDEMNITY:

I hereby agree that in the event of any damage being caused to the Complex or any furniture, equipment or fittings or other articles or property belonging to the Kerikeri Sports Complex or Far North District Council or to loss thereof during the period of hire of the Complex or any part of the Complex, that I will at my own expense make good all such damage or loss, and in the event of my failing to do so within seven days after the occurrence of such damage or loss, I hereby irrevocably licence and authorize the Kerikeri Sports Complex to make good all damage or loss and hereby agree to indemnify the Kerikeri Sports Complex and Far North District Council against all proper charges and expenses in respect thereof.

I _____ (name of hirer) have read,
understood and agree to abide by the Conditions of Hire of the Kerikeri Sports Complex as set out on page three of this document.

Signed: _____ Date: _____

Please return (with deposit if payment not already made online) to:

Sarah Couling
Coordinator
Kerikeri Sports Complex
Kerikeri
Mobile: 021 08286932 (Sarah)
Email: info@kerikerisportscomplex.co.nz

Details for bond refund:

Bank account no: _____

Statement details: _____



CONDITIONS OF HIRE

- **Courtesy of other users:**
All users of the Complex will take into consideration the rights of other users of the facility, with particular regard to noise and access to other parts of the facility
 - **Courtesy of neighbours:**
All users of the Complex will take into consideration the rights of neighbouring properties to the facility, with particular regard to access to their properties and no noise/music is to be heard from outside the Complex after 1.00am. **All requests to monitor and control the music must be adhered to. Failure to comply may result in the bar being closed and the bond forfeited.**
 - **Cleaning:**
It is the hirer's responsibility to leave the Complex in a clean state with all rubbish removed from the building. This includes vacuuming and mopping of floors, and entire clean of all bathroom/toilet facilities. **A penalty fee of \$60 per hour will be incurred if the facilities are left unclean and a 'call out' service is required.**
 - **Setup:**
It is the hirer's responsibility to set up the area/s being hired as required. The hirer will also be responsible for the return of all furniture and equipment to its correct location
 - **Cancellations:**
If a booked session is cancelled with at least 1 month's notice, the hirer will not incur a charge, unless specifically notified in the agreement. Any bookings cancelled after this time will be included in the invoice
 - **Keys:**
Keys issued must remain in the sole care of the person who signed for the keys and must be returned when the services of the Kerikeri Sports Complex are no longer required.
 - **Security:**
The hirer will take responsibility for all areas opened by the hirer for the duration of the booking. The Centre takes no responsibility for the security of any items stored at the Centre throughout the hire. **Please ensure the building is left secure and all appliances are turned off otherwise the Board will have no option but to impose a penalty fee.**
 - **Smoking:**
In accordance with the Regulations, smoking is NOT PERMITTED within the Kerikeri Sports Complex at any time
 - **Fire Policy:**
In the event that the New Zealand Fire Service attends the Complex for a fire or false alarm, it is the hirer's responsibility to pay any expenses incurred. In the event of a fire, if the hirer is found to be negligent or responsible in any manner, the hirer will pay all costs not directly met by the Complex's insurance. **In the event of a false alarm, please contact FireCo, phone 0800 101 232 immediately.**
- No pyrotechnics or explosives (fireworks) to be used in the hall at any time.
- No open fires, naked flames (this includes candles and kerosene lamps). BBQ's or spits are to be used outside the Hall - prior consent to be given by Kerikeri Sports Complex. If a fire alarm is set off by the user of these items then a charge will be incurred.
- **Fire Safety:**
Every hirer is required to be familiar with the procedure for evacuation of the facility in case of fire, and for following instructions of the appointed Fire Warden. The appointed Fire Warden must ensure that all means of egress are checked twice during the hire period – once on entering the facility, and once during the course of the function. In case of fire, evacuate the facility IMMEDIATELY then notify the Fire Brigade by phoning 111.
 - **Alcohol:**
Please note in accordance with the Far North District Council Liquor Licence, all alcohol must be purchased from the bar. This means there is no **BYO** and no alcohol to be brought onto the grounds and/or into the premises at any time please.
 - **Payment:**
A \$200.00 deposit will be required at time of booking. Full payment of the hire fee must be paid two weeks before the event date. Bank Account number for online payments is: ASB Kerikeri, 12-3091-0206752-00.

Emergency Evacuation Wardens

Building Kerikeri Sports Complex

Street Address Remarie Kapa Drive
Kerikeri

Emergency Contact Far North District Council
0800 920029 or 09 4015200
027 405 3412 (after hours call out)

Appointment of Head Warden and Floor Wardens

The hirer of the complex is appointed as Head Warden. It is the hirer's responsibility to appoint Floor Wardens:

i) Head Warden name

Name	Organisation

ii) Floor Wardens names

Name	Area

Please Note

- All Wardens must be appointed prior to Complex Hire
- All Wardens must be familiar with the areas they are responsible for
- A trial evacuation may take place during any time that this hall is in use

Important

- Head Warden and Floor Wardens must identify themselves prior and during any event. You must wear a Head Warden's and Floor Warden's high viz.

Floor Warden Appointment Information

The conditions of the Kerikeri Sports Complex Building Hire Contract requires the Hirer to assume all responsibility for the safety of the occupants of the complex during the time of Hire and during an emergency event/fire will assume the role of Head Warden.

As part the hire contract the Hirer/Head Warden will appoint 1-5 Floor Wardens (depending on the expected number of people and the areas used in the complex.)

The Appointment of Head and Floor Wardens form must be filled in and a copy presented to the Committee/Custodian prior to use of the building. Below is guide for number of wardens needed.

- Changing Rooms (Rugby and/or Netball) including Referees and Officials areas
 - o Head Warden plus 1 – 3 Floor Warden
- Changing Rooms and Shower Rooms
 - o Head Warden plus 2 – 4 Floor Wardens
- Function Room, Kitchen and Bar -
 - o Head Warden plus 1 - 2 Floor Wardens
- Whole Complex
 - o Head Warden plus 5 – 6 Floor Wardens

A Fire Safety Induction with the Committee/Custodian will take place prior to the event. For further information an Emergency Response Plan with contact numbers is available alongside the high viz jackets.

A Head Wardens Jerkin will be supplied along with the relevant number of Floor Wardens sashes.

After the Function/Event the Hirer will return all the keys and the Head Warden and Floor Wardens sashes to the Committee/Custodian.

In the event of a false alarm, please contact FireCo, phone 0800 101 232 immediately.

Head Warden Duties

As part of setting up for, and during the function/event, the Head Warden will

- ensure that the means of escape from fire for the building is kept free from obstacles,
- the exit doors are not locked or barred,
- that the smoke control/fire-stop doors are not wedged open
- and that lobbies and passageway off stage areas are not used for storage or accumulation of waste.
- Ensure a mobile phone is available for emergency purposes (there is no phone in the complex).

In the event of a fire alarm sounding the Head Warden will:

- Uplift and don the Head Warden high viz
- Direct Floor Wardens to commence evacuation starting with those in immediate danger
- Turn off all music or noise that is part of the function/event.
- Call 111 or confirm that 111 call to the Fire Service has been made
- Proceed to front of the building and await Fire Service
- Receive evacuation area status reports from appointed Floor Wardens

Upon arrival of the Fire Service the Head Warden will:-

- Inform Officer in Charge of the status of the evacuation and the location of anybody remaining in the building
- Await "All Clear" from the Fire Service – from a safe distance
- Give "All Clear" to Floor Wardens at the Assembly Point.

After the Function/Event the Hirer will

- Return all the keys and the Head Warden and Floor Wardens high viz to Kerikeri Sports Complex Committee/Coordinator.

Floor Wardens Duties

- Floor Wardens begin immediate evacuation of the complex, supper room, kitchen, stage, dressing rooms and toilets to the Assembly Point on Sport Field 1.
- Floor Wardens must make sure the area they are responsible for is clear.
- Floor Wardens are last to leave their area.
- Floor Wardens leave the building ensuring the Fire Doors are closed but not locked
- Floor Wardens report status of area evacuation to Head Warden once outside of the building
- Go to the Assembly Point
- Keep everyone at the Assembly Point until the "All Clear" is given.

Self Test for Wardens

- 1 What do I do – if I see flames or smell smoke
- 2 Where is the nearest fire alarm call point
- 3 Who calls the Fire Service when the Fire Alarm sounds – (dial 111)
- 4 Where is the nearest fire extinguisher – what type is it? – What type of fire will it extinguish?
- 5 Do I know how to operate the buildings fire extinguishers?
- 6 Do I know where the place of safety outside is located?
- 7 Who is the Head Warden and how many other Floor Wardens do we have?
- 8 What area am I responsible for during an evacuation?
- 9 Where do I meet the Head Warden during a fire evacuation?

Please complete the required information below for the Special Liquor Licence Application

Event Details:

Principle purpose of the event (e.g. birthday party – include name of individual whose birthday it is, for a wedding please include names of bridal party, prize giving, fundraising):

What is the probable age distribution of the expected attendees? _____

Who will attend the event? (e.g. public, friends, club members etc.): _____

If entry is by ticket, how will these be available?

☐ no tickets ☐ pre-sold ☐ sold on the day ☐ door sales ☐ invitation

State the hours for which the licence is sought with an estimate of the number of people attending. If for a specific person (eg birthday) – give their name.

Nature of Event	Day and Date	Hours		Number of Attendees
		From	To	

What form of security (if any) will be used at the event? * _____

* If private security personnel are being used, please provide evidence of approval as 'crowd controller' from the Private Security Personnel Licensing Authority.

Have you or your organisation held a special licence before? ☐ Yes ☐ No

If Yes, please provide details: _____

Will there be goods other than alcohol and food supplied, or services provided that doesn't relate directly to the sale or supply of alcohol or food? ☐ Yes ☐ No

If Yes, what are those other goods and services: _____

Related documents:

☐ **a complete list of food provided** – please supply as much information as possible to avoid delays

If a public event:

- ☐ a copy of the ticket
- ☐ a copy of any promotional material for the event

Please note the following:-

A \$30 fee is levied by the Complex for processing the application

Council's fees are determined by the number of attendees and class of licence. Please see the Far North District Council website [Special Licence Application Fee](#) for details.

Please ensure full responsibility for the following information and use of the kitchen facilities where applicable:

- **All** appliances are turned off at the wall when leaving (except the fridge)
- When using the deep fryers please ensure that:-
 - the baskets are left clean and tidy
 - all food skimmings removed from the deep fryer are placed in closed metal containers at all times
 - extraction hoods and flues are in operation
 - when deep frying ceases, all food skimmings are removed from the premises
 - the vat lids are closed
- When shallow frying please ensure that:-
 - shallow fryers are never left unattended when in use
 - when frying ceases, all oil is drained into a metal container and removed from the premises
 - a fire blanket is accessible (provided)
- Ovens are left clean and tidy, and all food removed
- Kitchen sinks and all benches (including server) are wiped down and free from food
- All floor areas are thoroughly swept and free of food
- Floor/s are washed with hot soapy water to remove dirty marks and soap residue
- All rubbish is removed, and bin is relined
- All food is removed from the area
- Plates, pots, graters, cups etc. are stored away
- Microwave is clean, free of food and the door is left ajar
- The chiller and the chiller light are turned off
- The chiller is left clean, tidy and all food/packing removed
- Fridge is wiped out and food removed
- Rubbish bins in the function room are emptied, tops wiped down and bins relined
- Window is closed

Many thanks – a lot of the above is due to insurance requirements.

I have read and understand my responsibilities:-

Signed: Hirer