



Community Built

Community Owned

Community Run

MAPUA COMMUNITY HALL

BOOKINGS POLICIES AND PROCEDURES

GENERAL INFORMATION

Mapua Community Hall is a community owned facility managed by the community-elected Mapua Hall Society Committee. (“the committee”) This Committee is tasked with the responsibility of ensuring that the facility

- Has maximum possible usage by local/community groups
- Receives sufficient fees to cover ongoing maintenance and development costs.

The following booking policies and procedures are intended to find a balance between these two requirements and will apply from **1st April 2024**.

TO ENQUIRE ABOUT AND/OR MAKE A BOOKING

All enquiries about and actual bookings are made through the Mapua Community Hall Coordinator, email mapuabookings@gmail.com

Messages and enquiries can also be left on the Hall telephone **Ph: (03) 540 2330** (which is not always attended but cleared regularly).

Information about spaces and hire rates also available on the website www.mapuahall.org.

The Committee looks forward to working together with you to meet your requirements as users of our community hall.

BOOKING POLICIES AND PROCEDURES



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1. FEES

- a) Fees are to be paid **in advance** rather than in arrears – either by the term or by the month.
- b) Fees are reviewed each April although regular users will be given two months' notice of any increase.
- c) For casual users and community users, a non-refundable deposit to the value of 30% of the total booking cost will be paid at the time of the booking confirmation.
- d) No refunds will be made unless **four weeks' notice** of cancellation is given in writing to the Hall Coordinator. The committee may exercise its discretion to refund all or part of the fees but only in extreme circumstances on a case-by-case basis.
- e) The **kitchen** and **audio-visual** equipment are normally charged out at a separate rate for those booking either the Main Hall, Bill Marris Room, Gallery or Supper Room. Regular users are exempt from this requirement.
- f) If a key is issued, a **key deposit of \$50.00** is payable. The deposit will be refunded on the safe and confirmed return of the key.

2. BOND

- g) A **bond against damage and breakage** may be payable one month prior to the event. This bond is to be paid at the same time as the hire-cost. The amount of the bond is determined by the committee and/or the Hall Co-ordinator on a case-by-case basis, and will depend on the nature and/or size of the event and whether alcohol is available. Users are asked **to record any damage/breakages** that occur during the course of their event.
- h) After an inspection, a **full bond refund** will be provided if there are no breakages or damage otherwise there will be a partial or no refund depending on the level of costs incurred by breakages or damages.

3. OVERNIGHT.

- i) If a hirer requires a locked set-up in the Main Hall overnight, a \$50.00 'overnight occupancy fee' will be required. The committee does not guarantee the security of any equipment or exhibits left unattended in the Hall.

4. AUDIO and/or VISUAL EQUIPMENT.

- j) All audio and/or visual equipment requirements must be specified a minimum of **four weeks prior** to the event to allow for a briefing session if required.
- k) Hirer must ensure that all sound from audio equipment is contained at a level that does not interfere with users in other areas of the hall or neighbours in the vicinity of the hall.

5. BOOKING CLASHES INVOLVING REGULAR USERS.



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l) If the date of a potential major booking clashes with a regular user event, users will receive a minimum of two months' notice if possible.

m) There will be mutually agreed negotiation between the hirer and the committee for the use of a different space, if possible, i.e. Bill Marris, Gallery. Whether the cost of the space a user moves to is more or less than their regular booked space, the user group will pay the lesser rate to compensate for the inconvenience of moving.

n) If preparation for a user event for a set day clashes with a major event the previous evening (e.g. the planned set-up for a Sunday market clashing with a wedding on the Saturday evening) the requirements for the major event will take precedence. Set-up will need to occur on the day itself.

6. GENERAL

o) The committee maintains a 'No dogs' policy for the hall unless a special prior agreement has been arranged.

p) All personal belongings and equipment stored on the premises are at the hirers own risk. The Hall Coordinator or Hall Committee take no responsibility for equipment or furniture hired externally or facilitating storage or delivery thereof.

q) Hirer takes all responsibility to ensure the Health & Safety of all group participants.

r) Hirer takes all responsibility to ensure emergency exits are always accessible, exit signs are visible and maximum capacity is not exceeded.

s) **Leave the facility in a clean and tidy condition** including any dishes used and **all rubbish removed**. Larger events may require professional cleaning.

t) Broken items are to be noted on the form available in the kitchen or reported directly to the Hall Coordinator.

u) When leaving the building ensure that the hall extractor fan and all lights are switched off and the kitchen and **all external doors and windows are firmly locked**.

v) For the best longevity, **all chairs** used must be stacked in their matching suits and not mixed.

I have read and understand the bookings policies and procedures

Signed: _____

Date: _____