

Panama Road School Hall Agreement

139 Panama Road
Mount Wellington
Auckland
1062



Bookings can be made through the school office anitas@panamard.school.nz or phone our office **09 276 8508** for availability.

Hall Hire costs: \$300 Bond + \$50 per hour

This agreement is between: The Owner - Panama Road School Board of Trustees and

The Hirer:

Name of Hirer/ Organisation:

Contact Person, (if organisation)

Address:

Email _____ Contact Number _____

Intended use of Hall:

Hireage Details:

Date From		Date To	
Start Time		End Time	

Total Hours	
Total Cost (Hours x \$30 + Bond)	
Date Paid (EFTPOS/ CASH)	

Keys & Codes

1. Payment for the Hall hire is to be paid in full before picking up the key and receiving the hire code and password. The key is to be returned to the office the following weekday morning.
2. **Please phone security on 0800 359 657x 1 when you arrive and as you leave.**
3. The alarm code and password which is given to the main contact must not be passed on to anyone else without permission by the school.

Rules & Regulations

4. No one is able to stay overnight.
5. No alcohol or drugs allowed on the property.
6. All fundraising and monetized games and/or gaming are not permitted.
7. We are a "Smoke Free" school. Smoking is not permitted on the school grounds.
8. The tables and chairs must be returned to the side room of the hall.
9. Kitchen facilities can be used, and must be left in a clean tidy condition after use.
10. The sound system is **not** included in the hireage. If you use your own sound system the volume must not exceed the noise control regulations and you must be considerate of our neighbours.
11. **Animals are not permitted on the premises**, unless being used for medical reasons.
12. **All rubbish must be removed** from the premises and the grounds after the function, or the bond money will be used to cover any costs at the minimum of \$150.
13. **The floors must be swept and mopped and toilets cleaned** at the end of the function. All equipment brought in by the hirer must be removed. Costs to return the hall and surrounding areas to a fit state will be taken out of the bond. (\$150 for cleaning etc).
14. **All windows and doors must be closed and the alarm set.** If the alarm is not set correctly, the hirer will incur the call out fee which is currently \$75.00 deducted from the bond. The security phone is: 0800 359 657x1.
15. The bond will be repaid within seven days, after a successful inspection of the premises and grounds is completed. If required charges will be deducted. Proof of bank account to be provided to the school.
16. Failing to comply with any of these rules and regulations, or any damage caused, defacing or removal of any school property, will result in the loss of your full bond and/or penalty.

Our school office is open for enquiries during the week on 09 276 8508 between 8.30am and 2.00pm.

Panama Road School Hall Agreement



Name of hirer: _____

Signature: _____ Date: _____

Date From		Date To	
Start Time		End Time	

Date From		Date To	
Start Time		End Time	

Date From		Date To	
Start Time		End Time	

Date From		Date To	
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