



HAMILTON BOYS' HIGH SCHOOL

Te Kura Tama Tane O Kirikirioa

Private Bag 3201
Hamilton
New Zealand
Telephone: 07-853-0440
Email: smccarthy@hbhs.school.nz

Hamilton Boys' High School Facility Booking Form

Name of Organisation		Contact Name	
Contact Email		Contact Phone	
Address details			
Event name			
Please note that one form of contact must be listed in order for us to make contact where/if necessary			
Requirements			
Date Commencing		Date Ending	
Entry Start Time: <i>(allow for setting up and packing up)</i>		Exit End Time: <i>(allow for setting up and packing up)</i>	
Resource	Tick Required	Comments	
Hall (seats 550) – inc chairs			
Hall - 1 Microphone with Laptop/iPhone plugin only. General Hall and Hall Lights only			
Advanced Sound and Lighting contact Above Productions 07 981 1300 Hall – Sound and Lighting			
Hall Chairs			
Trestle Tables			
Hall Kitchen			
Portable staging (2.4 x 1.8)			
Gym 1			
Gym 2			
Gym 3			
Gym 1 Bleachers			
Gym Equipment			
Fitness Centre			
Gym Changing Rooms			
Fields			
Student Study Centre (seats 80)			
Classroom (seats 30)			
Pavilion – (50 person capacity)			
Approximate number of people attending			
Name of person responsible during hire			
Mobile Number of person responsible during hire			



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Additional Comments/Requirements:

Hire Fees and Charges (excluding GST):

Resource		Comment
Hall (seats 550) – 1 Microphone with Laptop/iPhone plugin only. General Hall and Hall Lights. For more advanced Sound and Lighting contact Above Productions 07 981 1300	\$690 per day	
Hall Cleaning Fee - COMPULSORY	\$225 per service	
Hall Set up or Hire – Less than 3 hours	\$350	
Hall Chairs if used with Hall	No charge	
Hall Chairs (if removed from the Hall)	\$2 per chair	
Trestle Tables	\$4 each	
Hall Kitchen	\$50 per day No charge if booked with Hall	
Hall Kitchen Cleaning Fee	\$50 per service No charge if booked with Hall	
Portable Staging (2.4 m x 1.8 m) – 16 pieces	\$30 per piece	
Gym 1	\$90 per hour	
Gym 2	\$50 per hour	
Gym 3	\$40 per hour	
Gym Changing Rooms	No charge if used with gyms	
Gym Cleaning Fee - COMPULSORY	\$225 per service	
Gym 1 Bleachers – one off fee	\$50	
Gym Equipment (balls, nets etc)	\$100	
Carpet Square Hire – Half Gym 1	\$200	
Carpet Square Hire – Gym 1	\$400	
Laying and Packing up Carpet in Gym 1 (including Carpet)	\$1000	
Fitness Centre	\$100 per hour	
Fields	\$100 per field per day	
Student Study Centre (seats 80)	\$250 per day or \$65 per hour	
Classroom (seats 30)	\$150 per day or \$35 per hour	
Pavilion – (50 person capacity)	\$300 per day	

Admin use only

Date received _____

Received by _____

Confirmation sent _____

Booking ID _____

Total Cost _____



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CONDITIONS OF FACILITY HIRE

1. APPLICATION

To view the facilities, please contact the school to organise an appointment between 8.30am and 12.00pm.

All applications for hire must be made in writing at least 7 school days prior to the event.

The HBHS Facilities Coordinator will supply contract forms for completion and signature by the hirer.

The event must be approved by HBHS management and/or the HBHS Facilities Security Manager.

To secure your booking a deposit of 50% of the total hire age fee must be paid and the remaining 50% prior to 7 days of the event.

Recurring weekly and monthly bookings will be billed at the end of each month, with payment terms of 7 days after receipt of the invoice.

2. BOOKINGS AND PAYMENT

Confirmation of the booking is by payment of the deposit to the Finance Officer into our ASB Bank, Account Number: 12-3122-0312399-00.

The balance is to be paid two weeks prior to the function.

Please contact the Facilities Coordinator at the school early in the week prior to the event to finalise arrangements.

A refundable Damage Bond of \$500 may be charged.

3. CONTACTS

All correspondence should be addressed to:

Sean McCarthy

Facilities Coordinator and Sports Assistant

Email: smccarthy@hbhs.school.nz

Phone: 07 853 0440 (Extn 2403)

Contact Numbers for Security whilst at event:

Outside School Hours (3:15 pm onwards, Saturdays and Sundays and Public Holidays) - Steve Hawkins : 0273052858

Inside School Hours (8:45 am to 3:15 pm School Days) – Nigel Harris : 0272472454

4. VENUE

All correspondence, posters, publicity, advertising events for which this facility is hired should identify the event organiser.

In all your communication and publicity, please make clear Hamilton Boys' High School is NOT the organiser of the event.

5. HOURS OF USE

Hirers may not enter the facility until the time booked and all users must vacate the facility at the completion of the booked period.

The booking period must include setting up, dismantling and cleaning of the facility.

6. CHARGES

All hirers must be packed up and out of the facility at their due time, or the cost of hireage will be double the amount charged to them.

7. SECURITY

At all times while on campus one delegate must be responsible for the security of your members and property.

The delegate's contact details (including cell phone number) must be advised prior to using the School's facilities.

At the end of each day a check must be made that all doors are locked. The personal belongings of HBHS students and teachers must be left alone at all times (i.e. the younger members of your group are to be supervised without exception).



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8. CLEANING

All rubbish must be removed from the school site and the hired area must be left in the same condition it was found. A compulsory cleaning fee is charged at cost.

Additional fees may apply when the following criteria is not met:

- Extra cleaning is required.
- Rubbish is left either inside and/or outside the facility. If rubbish is left, an additional \$50 will be charged.
- Any other breach of these conditions has occurred, resulting in call out charges or other costs to Hamilton Boys' High School.

9. NOISE

Noise from amplifiers and loudspeakers must be kept to a moderate level at all times.

Failure to comply with this condition may result in the early closure of your function.

10. CANCELLATION

Hamilton Boys' High School reserves the right to cancel any booking.

School events take priority, but the school will do its best to minimise any booking cancellation and provide an alternate date.

In the case of cancellation of the event by the hirer;

- Outside 30 days - HBHS will provide a full refund of monies paid up to the date of the cancellation.
- Within 30 days – HBHS will retain 25% of monies paid up to the date of the cancellation.
- Within 14 days – HBHS will retain 50% of monies paid up to the date of the cancellation.
- Within 7 days – HBHS will retain 100% of monies paid up to the date of the cancellation.

The hirer may change the hire times up to 48 hours before the event with approval from Hamilton Boys' High School management.

School management reserves the right to suspend a booking in the advent of a major event and every attempt will be made to minimise disruption.

11. ADMISSION

Hamilton Boys' High School management reserves the right to refuse the admission to, or to evict any person from, the facilities.

12. PARKING

Please be considerate with regards to parking.

Do not park across driveways or block access to facilities.

13. FOOD, DRUGS, ALCOHOL AND SMOKING

Drugs, smoking and alcohol are not permitted at any Hamilton Boys' High School facility.

Management reserves the right to refuse entry to anyone considered to be under the influence of drugs or intoxicated by alcohol.

The possession or distribution of drugs or alcohol is not permitted at any Hamilton Boys' High School facility and management reserves the right to remove anyone considered to be engaged in this activity.

Smoking at any Hamilton Boys' High School facility or grounds is not permitted, as per the Smoke Free Environments Amendments Act 2003.

No food or drink is to be consumed in facilities unless permission from the Hamilton Boys' High School Senior Management.

14. INDEMNITY

- The use of the facility is at the hirer's risk. The hirer will indemnify Hamilton Boys' High School management against all liability incurred towards any third party or parties stemming from the hire of facilities or equipment and due to the negligence or default of the hirer any individuals or groups under his/her control. The hirer will, if required by the management hold sufficient public liability insurance and produce evidence of this if requested.
- Hamilton Boys' High School, its officers, employees or agents are not responsible for any loss or damage to any property suffered or sustained at the facility.



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15. DAMAGE

Please notify the School of any damage or safety concerns you notice.

The hirer agrees the costs of repairing or making good any loss or damage (fair wear and tear expected) arising out of an incident relating to the hiring.

16. TRANSFERABLE

The right to use the facilities is not transferable.

17. ADVERTISING

No hirer shall grant sound or television, internet or radio broadcasting or filming rights for their event without the prior consent of Hamilton Boys' High School.

18. CAPACITY

The maximum number of people admitted to any function in the facility is at the discretion of the management. Management will indicate an appropriate number of people for an event, depending on which part of the facility is booked.

19. EMERGENCIES

HBHS Management undertakes to provide an environment that is fully operational and safe for all users of the facility. In the event of an emergency please contact the Security Officer, Stephen Hawkins on 027 305 2858 or the Property Manager, Nigel Harris on 0272 472 454.

20. GENERAL

No sellotape on windows or paintwork, no nails or pins, BluTack only.

Any requirements not pre-arranged with the Facilities Coordinator before the event will be refused or may result in extra charges.

Any additional sound and lighting (other than plug in Laptop or phone) and general hall lights must be arranged with Above Production Hamilton ph 0800 622 268.

21. GYM COMPLEX

A teacher or adult must be present at all times.

There is to be no food eaten inside the gyms.

Put all HBHS equipment back in its rightful place at the end of the session.

No balls in the Gym foyer.

Only soft soled, non marking shoes in the gyms.

Please advise the Facilities Coordinator of any damage incurred, and any repair or replacement costs may be charged to the hirer.

The conditions of hire should be studied by the hirer before signing this contract. The signing of this contract implies full acceptance of these conditions of hire, and the contract incorporates the indemnity clause described above. If the hirer wishes to vary any of these conditions, they should consult with the HBHS Facilities Coordinator before executing this contract. Variation of some terms may affect the required contract sum. Any agreed variations to the booking form will be signed off by both parties.

I have read the attached copy of the Condition of Hire and understand them without reservation.

SIGNED ON BEHALF OF HIRER

Name _____

Signed _____

Date _____

DESIGNATION _____

SIGNED ON BEHALF OF HAMILTON BOYS' HIGH SCHOOL

Name _____

Signed _____

Date _____

DESIGNATION _____

(I have full authority to sign on behalf of the above stated organisation)