



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 Pool 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			
Hire Fees and Charges:			
Resource		Tick Required	
Main Pool Cost		\$90 per hour plus GST	
Cost of Pavilion Room		\$50 per day plus GST	
Lifeguard		\$30 per/hr plus GST	
Date Commencing		Date Ending	
Booking Start Time: <i>(allow for setting up and packing up)</i>		Booking End Time: <i>(allow for setting up and packing up)</i>	
Requirements			
Resource	Tick Required	Comments	
Main Pool			
Pavilion Room			
Approximate number of swimmers			
Approximate number of spectators			
Name of person responsible during hire			
Mobile Number of person responsible during hire			
Additional Comments:			
Admin use only			
Date received _____		Received by _____	
Confirmation sent _____		Booking ID _____	
Total Cost _____			

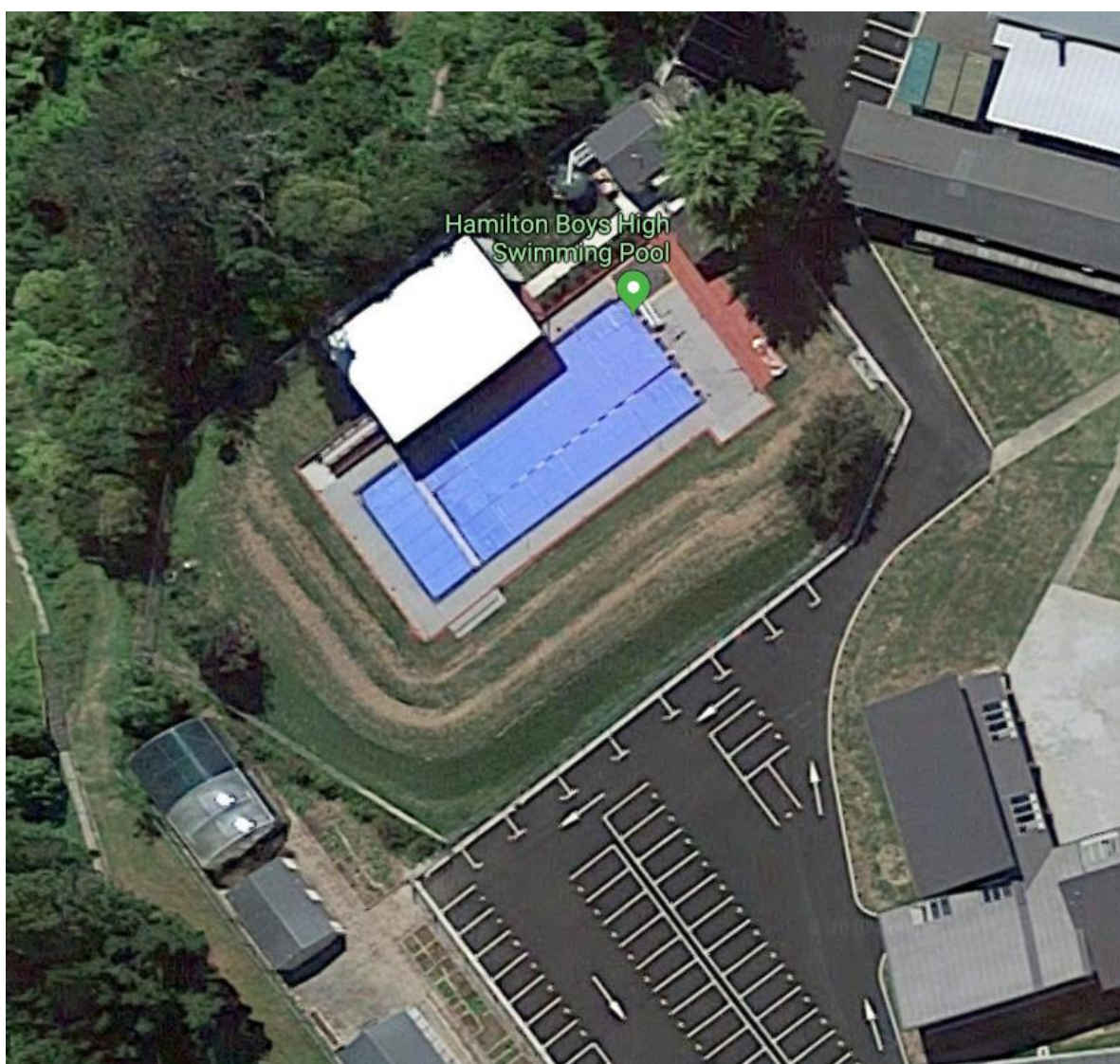


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Hamilton Boys' High School Pool Map





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CONDITIONS OF FACILITY HIRE

1. APPLICATION

To view the facilities please contact the school to organise an appointment between 8.00am and 2.30pm. All applications for hire must be made in writing. The HBHS Facilities Manager will supply contract forms for completion and signature by the hirer. To secure your booking a deposit of 50% of the total hireage fee must be paid for one-off bookings or 1 month's payment in advance for a weekly booking, which is refundable provided all terms and conditions are met.

2. BOOKINGS AND PAYMENT

Confirmation of the booking is by payment of a 50% deposit, immediately or one month prior to the event, to Mrs Sharon Allen at the school shop or to our account Westpac Hamilton 03 1556 0085411 00. The balance is to be paid two weeks prior to the function. Please contact the Facilities Manager at the school early in the week prior to the event to finalise arrangements.

3. CORRESPONDENCE

All correspondence should be addressed to: -
Sean McCarthy
Facilities Coordinator and Sports Assistant
Private Bag 3201
Hamilton, 3240

Email: smccarthy@hbhs.school.nz

Phone: 07 853 0440

4. LIFEGUARD

Lifeguards are compulsory for all non-school groups or swim clubs. If you are a private group wanting to hire the pool for any occasion, it is compulsory to have a certified lifeguard on site. For every 30 people in the water, 1 lifeguard is required. We provide the lifeguard(s) and the cost will be added to the pool hire fee.

5. 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.

6. 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.

7. 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.

8. 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).

9. CLEANING

All rubbish must be removed from the school site and the pool area must be left in the same position it was found. Additional fees may apply when the following criteria is not met:

- a. Extra cleaning is required.
- b. Rubbish is left either inside and/or outside the facility.
- c. Any other breach of these conditions has occurred, resulting in call out charges or other costs to Hamilton Boys' High School.



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10. 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.

11. CANCELLATION

In the case of cancellation of the event;

- Outside 30 days – Hamilton Boys' High School will provide a full refund
- Within 30 days – Hamilton Boys' High School retains 25% of total fee
- Within 14 days – Hamilton Boys' High School retains 50% of total fee
- Within 7 days – Hamilton Boys' High School 100% of total fee
 - a. The hirer may change the hire times up to 48 hours before the event with approval from Hamilton Boys' High School management but will be charged as set out in this clause, if the event is cancelled within one week of start time.
 - b. Hamilton Boys' High School management reserves the right to cancel any booking.

- in the event of any unforeseen circumstances occurring prior to the booking or if in the opinion of the management, holding the event or its general nature of the entertainment or facilities to be provided at the event for which the premises have been hired would or might contravene any statute, order, regulation, rule of law or requirement of any Public or Local Authority (in which case any deposit will be refunded).

Management reserve the right to suspend a booking in the advent of a major event. Every attempt will be made to minimise disruption.

12. ADMISSION

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

13. PARKING

Visitors are not permitted to park on school grounds (including visitor car parks) during school hours under any circumstances. Doing so may result in vehicles being clamped or towed.

Please be considerate with regards to parking. Do not park across driveways or block access to facilities.

14. DRUGS, ALCOHOL AND SMOKING

Drugs 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 is not permitted, as per the Smoke Free Environments Amendments Act 2003.

15. INDEMNITY

- a. 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 part 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.
- b. 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.

16. 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.

17. TRANSFERABLE

The right to use the facilities is not transferable.



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18. 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.

19. 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. Maximum number of spectators for a pool event is 900.

20. 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.

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 Manager before executing this contract. Variation of some terms may affect the required contract sum. Any agreed variations shall be set out in the schedule here to and duly initiated.

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)