



CBHS SCHOOL HALL HIRE AGREEMENT

Christchurch Boys' High School agrees to hire the School Hall to the Hirer for the Hire Period and Event as set out in this agreement. This hire is in accordance with the Specific Terms set out below and the Hire Terms and Conditions attached.

Hirer Entity (for invoice)			
Contact Name			
Billing Address			
Email Address			
Telephone		Mobile	
Hirer Entity Type	<input type="checkbox"/> Community <input type="checkbox"/> Commercial <input type="checkbox"/> School <small>(Note: A community group is defined as a group who is 'not for profit' whose prime aim is to deliver community benefits.)</small>		

Specific Terms of Hire				
Event Name				
Short Description				
Start Date		Access Time		Event Starts
Finish Date		Event Finishes		Vacate Venue <small>(note limitations in T & C)</small>
Event Type	<input type="checkbox"/> School Event <input type="checkbox"/> Concert <input type="checkbox"/> Social <input type="checkbox"/> Other			
Number attending				
Set Up style				

Equipment Required
<input type="checkbox"/> Data Projector <input type="checkbox"/> Screen <input type="checkbox"/> Sound <input type="checkbox"/> Lighting
<small>Please note that all technical equipment in the school hall must be operated by an inhouse technician at the Hirer's cost. The Hirer will meet with the technician at least one week prior to the event.</small>
<small>Please describe any special needs or other equipment you require. Rates and availability to be agreed with Senior Master, Operations.</small>

Catering: All catering in the school hall must be operated by an approved supplier at the Hirer's cost.			
Catering Required:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Catering Supplier:
Alcohol Licence:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	(Note this is the hirer's responsibility.)

Health & Safety <i>The Hirer is responsible for complying with the Health & Safety at Work Act 2015 and has a duty of care to provide a safe environment for all attendees at the event. Please appoint a representative who will be responsible for H&S/Fire Warden (refer General Conditions).</i>	
H&S Representative: Name & Phone	

Key Contact at Event (if different from hirer)			
Name			
Email Address			
Telephone		Mobile	

Cost of Facility Hire	<input type="checkbox"/> Estimate attached
Notes:	

CBHS Hire Terms and Conditions
<p>By signing this agreement:</p> <ul style="list-style-type: none"> I accept the CBHS General Hire Terms and Conditions (attached) which will apply in addition to the Specific Terms and Conditions set out in this CBHS School Hall Hire Agreement. I understand that a 50% deposit is required upon signing of this agreement. Deposit payable within seven days of receipt of invoice from CBHS. <p>Once your agreement has been signed and returned, the CBHS Event Liaison for this event will contact you.</p>

Signed on behalf of the Hirer:	Signed on behalf of CBHS:
Signature: _____	Signature: _____
Print Name: _____	Print Name: _____
Date: / /	Date: / /

CBHS Use Only

CBHS Event Liaison assigned: _____

CBHS Lock up Staff Member: _____