

AGREEMENT TO HIRE TE AWAMUTU COLLEGE FACILITIES

1.0 **Date of Agreement** _____

2.0 **Parties**

Between **Te Awamutu College**

and _____

Address: _____

E-mail: _____

Phone: _____



3.0 **Matters Agreed**

3.1 The period of hire is for: _____

3.2 The facilities to be hired are: _____

3.2 The hire cost of the facilities: _____

3.3 The hire cost will be paid as follows:

- (a) Upon receipt of an invoice for the hire cost by the **Hirers**.
- (b) GST No: 56-759-611
- (c) Address for payment to be sent to: PO Box 369, Te Awamutu
Or direct credited to ASB 12-3152-0036348-00, quoting invoice number as reference.

3.4 The **Hirers** will ensure:

That the Te Awamutu College facilities are in the same condition at the end of each session as at the beginning of the session and in particular will be clean and tidy.

3.5 The **Hirers** will during the period of each session:

- (a) Maintain Te Awamutu College facilities and equipment in good order and condition.
- (b) Observe all rules of the Te Awamutu College. (Te Awamutu College grounds are smoke free).
- (c) Ensure facilities are locked and secure.

3.6 In the event of any damage, breakage or loss to Te Awamutu College facilities or equipment, the **Hirer** will be responsible for payment of the total cost of remedying that damage or loss other than the amount for which Te Awamutu College are able to obtain payment from their insurers. The **Hirers** will be responsible to pay to Te Awamutu College any insurance excess. Any damage, breakage or loss must be reported to the Finance Officer.

Signed by, for and on behalf of Te Awamutu College _____

Date: _____

Signed by, for and on behalf of the Hirers _____

Date: _____

N.B. If issues arise during hireage around entry, locking up, lighting, heating etc please contact Mike Bell (Property Manager) 021 276 1349