

Terms and Conditions for Hiring Municipal Halls

1. The Municipality will NOT supply labour for the layout of chairs, tables and other equipment prior to a function. (Hereinafter referred to as “the Preparation Period”)
2. At the conclusion of the period of hire the clearing away and stacking of tables and chairs, disposal of refuse and litter etc. (hereinafter referred as “the Cleaning-Up Period”) shall be carried by the hirer OR, should the hirer so elect, by labour hired on his /her behalf by the Municipality. The hire of any labour required must be arranged with the Hall Supervisor when the hall booking is made.
(Children will NOT be allowed access to the hall during the preparation and cleaning-up periods)
3. The Municipality will NOT supply cleaning material of any nature to facilitate the tasks involved in the cleaning-up period. The Hirer would be responsible for providing all necessary cleaning material. Advice can be sought from the Hall Supervisor.
4. The furniture and equipment allocated to a specific hall as per asset register shall not be removed/hired/loaned from the specific hall unless prior written permission is obtained from the HOD Community Services and a completed asset removal form signed by respective HOD requesting use of the furniture.
5. A Cancellation Fee, depending on the amount of time given to re – hire the hall, will be charged. The minimum cancellation fee is R450-00 and the maximum is five (hours) usage time as per tariff of charges.

6. HIRER’S RESPONSIBILITIES DURING PREPARATION PERIOD

- i. The layout of chairs, tables and other equipment required.
- ii. Ensuring that nails , tacks, drawing pins, staples, and adhesive substances are not used on for displaying signs, posters, pictures, drapes or decorations of any nature on walls, floors, ceilings, fixtures and fittings without prior approval of the Hall Supervisor
- iii. Ensuring that tables and any other heavy items are NOT moved from one location to another by dragging them along the floors. They must in all instances be carried to avoid damages to the floor.
- iv. Ensuring that items of furniture, equipment or movable assets allocated to a particular facility are NOT removed therefrom and used or relocated elsewhere without prior consent from the Supervisor.
- v. Compliance with the provision s of prohibition signs – it is the responsibility of the hirer to ensure all patrons/ guests are made aware of the prohibition signs especially the non-smoking and that it is strictly adhered to

HIRER’S RESPONSIBILITIES DURING THE CLEANING UP PERIOD

- i. Remove all tablecloths, chair covers and any other décor used INCLUDING fairy lights.
 - ii. The kitchen must be thoroughly cleaned and mopped. Utensils and equipment must be washed and dried. No unwashed dishes must be left in the kitchen or anywhere on the premises
 - iii. All decorations, posters and drapes must be removed together any adhesive substance used to secure or affix the abovementioned immediately after the function
7. SMOKING is strictly prohibited – for designated smoking areas please consult with Hall Supervisor – deposit will be forfeited should you not comply.
 8. The use of PYROTECHNICS (fireworks display) is strictly prohibited
 9. The use of PAPER CONFETTI is strictly forbidden – it is the responsibility of the hirer to ensure all persons that form part of the function are made aware of this; however dried flower petals can be used as a substitute for paper confetti.

10. Functions must commence and end punctually. Henceforth should any hirer fail to arrive at the hall within an hour of the stipulated time or fails to notify the hall supervisor of the delay, the hall would be closed and all hire charges paid will be forfeited.
11. **OPENING AND CLOSING** after period of hire shall be the sole responsibility of the hall supervisor or the designated Ward Committee member in rural halls. No keys shall be given to the hirer or any other persons.
12. The hall would be inspected by the hall supervisor or designated person immediately after the function and any damages /losses would be brought to the attention of the hirer or his designated person.
13. **NO COOKING IS ALLOWED ON THE PREMISES OF THE HALL. (Includes Spit Braai and any other form of Braai)** All food must be brought prepared and served from the kitchen. **ELECTRICAL APPLIANCES** (kettles, urns, microwaves and warmers) are allowed in the kitchen. The use of **GAS STOVES** and **GAS APPLIANCES** is strictly prohibited on the premises of the hall.
14. The Cleaning of the kitchen after the function is the responsibility of the Hirer.
15. All Ray Nkonyeni Municipal Halls do not have back up **ELECTRICITY** (Generators). It is the responsibility of the Hirer to provide backup Electricity during power outages. The Municipality and its designated official will not be held responsible for any power outages during the period of hire; however the Municipality and its designated official will assist and would inform Hirer's in advance of any planned **OUTAGES** that might affect the function.
16. The prospective hirer will be required to sign the indemnity and the application forms to abide by the bylaws and pay the relevant hire charges.
17. Municipal Functions and Community Meetings take precedence over all other functions.
18. Please be advised that all Covid 19 protocols as per National Command Council must be adhered to:
 - All indoor functions – 50% of venue capacity as venues are smaller than maximum of 700 persons
 - All must be wearing a mask
 - Sanitizers must be available
 - Social distancing at all time
 - Maximum number of persons attending a funeral must NOT exceed 200 people

HIRER'S UNDERTAKING

I / We have read and fully understand the Terms and Conditions for Hall Hire and hereby agree to accept and abide by the abovementioned **TERMS** and **CONDITIONS**.

Signature: _____ On behalf of _____

Address: _____

Telephone No: _____ Date: _____

FAILURE TO COMPLY WITH ANY OF THE ABOVE WILL RESULT IN THE IMMEDIATE FORFEITURE OF HIRER'S HALL DEPOSIT AND CLOSURE OF THE FUNCTION