



---

## Cambridge Town Hall Hirers Guide



**Contents:**

1. Welcome
2. History of the Town Hall
3. The Space
4. How to Book
5. Alcohol and Catering
6. General Hall Information
7. Complaints Policy
8. Health and Safety and Emergency Procedures
9. Hirers Checklist
10. Appendix

Plus:

1. Site plan
2. On-Call numbers
3. Contact details
4. Town Hall Pricing

## **WELCOME**

The Cambridge Town Hall (the Hall), and its adjoining plaza, is the centerpiece of the Town, and holds a special place in the hearts of locals and previous residents. It is open to Hirers to use for community, private or commercial purposes.

The Hall is owned by and maintained by the Waipa District Council (Council).

Destination Cambridge Incorporated (DCI) and its trading body – Cambridge i-SITE Visitor information Centre (Cambridge DCI) - is contracted to administer and manage the Hall to meet the needs of Hirers and Council.

The Cambridge DCI hours are Monday, Tuesday, Wednesday, Friday 9.00am–5.00pm, Thursday 9.30am-5.00pm, public holidays and weekends 10.00am–4.00pm. We are closed Christmas Day and New Years Day. For after-hours issues please contact the Cambridge DCI team on 021 466535.

**Please note that this Town Hall Users Guides is also forms our “Terms and Conditions” of hire**

## **HISTORY OF THE TOWN HALL**

Built in 1909 of Edwardian design, the Cambridge Town Hall is an iconic venue with character.

The Cambridge Town Hall is located in the Cambridge central business district, the site of the old “sale yards”, and is enclosed within a triangular land lot at the intersection of Victoria, Queen and Lake Streets. The front and southern façade overlooks an area of public space that includes a terraced precinct, cenotaph, town clock and landscaped Jubilee Gardens.

The idea of a new Town hall was first mooted in 1907 and was built in 1909, by Chappell and Wooley for a contracted price of 4699 pounds. The design was by Mr Arthur Bibra Herrold, an architect from Auckland. The foundation stone was laid on 21<sup>st</sup> April, 1909 by then Mayor W.F. Buckland and on 14<sup>th</sup> December of that same year the official opening took place. The Town Hall soon became the centre of attraction for local people. Films were regularly shown at the Town Hall, and in 1921 following the electrification of Cambridge, these were run by an electric motor. Travelling theatre groups, Cambridge Repertory Society and the NZ Symphony Orchestra regularly performed here. In 1918 it was used as an emergency hospital during the Influenza epidemic. Latterly Governor Generals, war heroes **and** sporting champions have been welcomed. Dozens of Debutante Balls, Hunt Balls, School Fancy Dress Balls, Flower Shows, Art Displays, Choir Festivals, Private Functions (21st Birthdays, Engagements, Weddings, Reunions), Gymnastics and Indoor Sports, have all used the Town Hall. It has hosted royalty – HRH Queen Elizabeth II and HRH Prince Philip for lunch in 1954 and later Prince William, the Duke of Cambridge, and Catherine, the Duchess of Cambridge in 2014.

The Public Library was built within the building supported by a donation of 1000 pounds from Andrew Carnegie – a North American philanthropist. The Borough Chambers moved into the Library premise in 1977, and more recently the Cambridge Visitor Information Centre.

The Cambridge Town Hall is registered by the New Zealand Historic Places Trust as a Category Class II, which means it is of “historical or cultural significance or value”.

### **TOWN HALL HISTORY TIMELINE**

- 1909 – Opened by Mayor William Francis Buckland
- 1915 - Town Hall Pictures
- 1918 - Hospital influenza epidemic. Town Hall serves as emergency hospital
- 1927 - Amalgamated Pictures, 1st Picture House outside of Auckland.
- 1945 - Thanksgiving service to celebrate victory at the end of WWII
- 1954 - Queen Elizabeth II and Prince Phillip hosted for lunch
- 1960s - Supper Room 1964 New Floor and toilets 1965 Central Heating
- 1982 - Prince William Theatre opens in the mezzanine
- 1983 - Council Chambers moved into the Carnegie Library
- 2000 - Cambridge Information Centre opened in Carnegie Library
- 2014 – Duke and Duchess of Cambridge visit

## **THE SPACE**

The Hall can be hired in its entirety or the Victorian room and Edwardian room (including kitchen) can be hired on their own. The space is suitable for a variety of events from public meetings, political meetings, pop up stores, weddings and funerals, balls, fundraisers, blood donations, staff training and more.

### **The Main Hall (Excludes DCI premise)**

This is an ideal venue for weddings and receptions, shows, exhibitions and large meetings or conferences. The space includes the entrance lobby, main hall auditorium, Victorian and Edwardian rooms and kitchen, and bathroom facilities. The Stage and dressing rooms can be used by arrangement. Please note that the stairs up to the stage cannot be removed.

The front entrance includes the Town Hall steps leading up to the spacious entrance foyer. There is also a ticket office if required. There is ramp entrance on the Lake street side for accessibility and deliveries.

The unobstructed main floor space can offer theatre style seating for up to 300 people (250 seats can be provided), all with a good view of the stage. Table seating is for up to 205, when utilising the full hall.

As an exhibition venue the main auditorium can offer booth space for up to 30 exhibitors depending on booth size. The hall has been regularly used for business expos, art exhibitions, trade shows, antique fairs, rug sales, book fair, and the annual Christmas Festival.

The Victorian and Edwardian side rooms are ideal for food and beverage services, as food service rooms or breakout rooms. Kitchen facilities are available in the Edwardian room. The Victorian Room has a kitchenette and single toilet. The Victorian Room can be divided into two spaces as it has a concertina dividing door.

The stage has good depth with a raised curtain and two dressing rooms backstage. There is a lighting bar out from stage edge and catwalk access (at height) on both sides to install / adjust lighting.

### **Victorian Room**

Ideal for smaller business groups, meetings and events - the Victorian Room has a basic kitchenette and single toilet. The Victorian Room can be divided into two spaces as it has a concertina dividing door and its own access from Victoria Street. It features a raised dais at the southern end.

### **Edwardian Room**

Ideal for smaller business groups, meetings and events - the Edwardian Room has a basic kitchen for catering purposes and a small bar area. This room is the closest to ramp access for deliveries and is accessible for wheelchairs, walkers and similar. It features a raised dais at the northern end, with stairs leading to the stage wings.

The Edwardian and Victorian rooms provide facilities for theatre style seating, classroom style or board room style meetings from 20 to 100 persons. Please the Capacity Information for further details to determine which room best suits your purpose.

### **Stage**

The central stage surface is made of chipboard and the stage is raked (on a slight angle). There is a small winged area off each side of the stage and a stage curtain that can be moved up or down by DCI Staff. The backstage is separated from the stage by means of a timber screen. The two dressing rooms are behind the stage and each

have a single toilet and basin. There are stairs from the Edwardian room leading to the stage wings. Please be aware that the stairs up to the stage cannot be moved. Dancing is not permitted on the stage except for performances.

The stage curtain is locked in a down position but can be raised on request.

### **Town Hall Capacity:**

The Town Hall can have a maximum of 500 people TOTAL due to the fire regulations. Number guidelines are as follows:

Main Hall: (228 square metres – 17.5m x 13m)

Loose seating: 300 seats

Standing: 500

Tables and Chairs: 205

Victorian Room: (110 square metres – 20.5m x 5.4m)

Loose seating: 143 Seats

Standing: 286

Tables and Chairs: 100

Edwardian Room: (64 square metres – 11.5m x 5.5m)

Loose seating: 83 seats

Standing: 166

Tables and Chairs: 58

## HOW TO BOOK

DCI operates a booking system for all Hirers of the Town Hall and operates out of the Cambridge Visitor Information Center (Cambridge DCI). The DCI is open 7 days a week, except Christmas Day and New Year's Day.

Hirers must comply with all conditions of use as outlined in this guide.

Hirers should contact DCI well in advance of their event. Bookings are on a first in first served basis. Bookings will not be considered as confirmed until a deposit of 25% of the full payment is paid and the booking form received with signed terms and conditions. A pencil booking will remain in our bookings for a period of 2 weeks from date of booking. If another Hirer wishes to book the same date during that 2-week period we will phone you first to allow you to confirm your booking. Confirmation of that booking must be given within 24 hours of us making contact with you.

## Bond

A bond in the amount of \$300.00 (or \$100 for Community hire) is required for all bookings. Keys to the Hall will not be issued until the bond is paid. The full bond will be returned after an inspection has been made of the premises following your function. Your bond will not be returned if any damage has been made to any part of the complex, or if rubbish is not removed. Repairs will be made and the remainder of the bond (if any) will be refunded. If the repairs total more than the bond, an invoice will be sent to you to pay the remainder. The bond may be arranged by a credit card pre-authorisation. Alternatively, the bond will need to be paid to the Cambridge DCI by cash or Eftpos. Cheques will not be accepted.

## Cost

Please see our Town Hall Pricing in Schedule.

## Key Collection

Signed terms & conditions plus full payment and payment of the bond, is required **before** keys are given and entry to the hall is permitted. One key can be collected from the Cambridge DCI 7 days a week; Monday-Wednesday, Friday 9.00am – 5.00pm, Thursday 9.30-5pm & Sat/Sun 10.00am – 4.00pm. Keys must be returned to the office within 12 hours of the function finishing.

After hours key return: The keys can be dropped through the Victoria Street side door drop box of the Information Centre.

Loss of any keys: Is the responsibility of the Hirer and any loss will incur a charge that may include the replacement of locks and keys.

- It is the Hirer's obligation to liaise/co-ordinate with all parties involved and/or associated with their event to allow entry into and out of the Cambridge Town Hall.
- This includes deliveries by hire companies, exhibitors, contractors, suppliers, caterers, lighting specialists, entertainers, florists, etc. It is your responsibility to give access to the hall to these people.
- DCI will not be responsible for entry of any person/s, sub-contractor or company during your hire period.

All personal belongings and hired items must be removed at the end of your hire unless prior arrangements have been made i.e. Tables, crockery/glasses. If there is anything to be collected by a hire company or other party after

your function, out of your hire period please alert DCI Information Centre staff and they will advise where in the Town Hall to leave it.

### **Cancellations and Refunds**

Once the booking is confirmed by way of deposit paid, the cancellation policy will apply. Your deposit will be 100% refundable if a cancellation is made more than 4 weeks in advance from your booking. Notice of less than 4 weeks of a cancellation will mean your deposit is non-refundable.

### **Pack in and Pack out**

If there are no bookings you may set up/pack down the day before/after. There will be a charge per hour for your use time. This time must be booked separately. You may tentatively book your pack in/pack down time and we will contact you if another party wants to make a confirmed booking for this date. You will be given the first option of hire for this period by payment of the full rate for the days in question. If your event is finishing after 12am, a pack out the next day, in the morning, is preferred.

Hirers are responsible for the set up and breakdown of their event / function. Assistance can be requested, and if available, will be at a cost of \$30 per staff member per hour.

### **Cleaning**

Please leave the Hall as you found it, tables and chairs stacked away neatly. Carpets tidy (and shampooed if necessary) and floors swept. Toilets will be professionally cleaned after the event but need to be left in a tidy state. There is a cleaners cupboard on the left of the main entrance door, which your key will open. **ALL** rubbish must be removed at your own cost.

### **Hire contract**

A copy of the Town Hall Booking Form can be emailed on request.

## **ALCOHOL AND CATERING**

### **Catering**

We have an open catering policy, meaning you can use Caterers of your choice, or bring in your own food. We have a recommended list of local caterers on our website, if required. Please ensure caterers are aware of the Kitchen facilities provided. Caterers will need to work with our Licensed Bar providers, if it is a licensed event - ensuring access to the facilities in the kitchen they need to utilise such as the glass steriliser and refrigeration. If alcohol is served at your event, it is a condition of all on-licenses that food is always available when liquor is available for sale.

### **Alcohol**

The Town Hall is not a licensed premise.

All sale and supply of alcohol are controlled by the New Zealand 'Sale and Supply of Alcohol Act 2012' and the Waipa District Council 'Public Places Alcohol Control By-Law 2015'

**SALE OF ALCOHOL:** If the sale of alcohol is to occur a **SPECIAL license** must be obtained from the Waipa District Council and the Cambridge Police **MUST** be notified and approve your event. The application must be filed at least 20 working days in advance, can take some time to be processed, and is not guaranteed. This applies to events where alcohol is for sale or where the supply of alcohol is included within a ticket price for the event.

Supply Only no longer needs a license but does need to be identified on the Health and Safety check list.

### **ALCOHOL BEING SUPPLIED:**

If it is your intention to supply alcohol for consumption but not to 'sell' or 'charge' for alcohol at the event, then you do not require a Special Licence. Alcohol may only be supplied and dispensed by the organising entity. Individual guest attending BYO (Bring your Own) is not permitted. Special conditions apply:

1. Hirers are advised their responsibility to appoint a responsible person for the supervision of user behaviour in the case of supply of liquor.
2. Food, low and non-alcoholic beverages and drinking water must be available.
3. Transport options must be offered

### **POSSESSION OF ALCOHOL ON TOWN HALL OUTDOOR AREAS**

**There is an alcohol ban outside the Town Hall.**

If you intend to use the outside areas of the Town Hall including the steps and possession of alcohol is involved (for example, photos and champagne on the plaza or steps) then a dispensation to the Waipa District Council 'Public Places Alcohol Control By-Law 2015' must be obtained.

## GENERAL HALL INFORMATION

### Equipment

Included in your rental:

Trestle Tables - 22

Chairs – 250

Lectern - 1

Not included in rental, available for hire:

Heating

Data Projector (not HDMI compatible)

Screen

Sound System

Handheld and Lapel microphone

Whiteboard

Table Cloths (12 Navy)

Piano

Tea and Coffee facilities by arrangement with the DCI

*Note: we do not supply any crockery, cutlery, glassware, or decorations. The exception is for a licensed event where alcohol is served, and glassware will be provided.*

### Lighting

The main hall lights are located in the corridor outside the kitchen. There is another set of lighting switches with instructions on a panel on the 'stage left' side of the stage.

### Heating

Must be arranged at least a day prior to your function with the Cambridge i-SITE Information Centre.

### On-site Internet / Wi-fi

The Hall is not currently serviced by a Wi-Fi provider.

### Security

It is the Hirer's responsibility to provide all security for your function inside and outside of the venue. However, where alcohol is being served, Security services may be required and this will be at the discretion of DCI in accordance with our On-Premise license. Security services are to be organized by the Hirer, and approved by DCI.

You must inform DCI and the Cambridge Police if your function involves teenagers and work with the DCI to provide paid security staff inside and outside the venue (parents/caregivers are **not** trained security staff).

It is at the Hirers risk if they wish to leave equipment and items of value in the Town Hall overnight, during their hire period, or items waiting to be collected. The Cambridge DCI takes no responsibility for the security of a Hirers or sub contactors equipment whilst in the Town Hall. Please check that all doors are locked when you leave. You will be

charged a call-out fee if doors are found unlocked and staff or security are required to come in and lock doors after you.

The Hirer will be held responsible for any damage that occurs in the Town Hall during the course of their Hire, including set up and break-down. The Hirers Function Manager is required to stay on site until the guests/staff/customers depart.

If the fire alarm at the Town Hall activates, call 111 immediately, as alarms do NOT trigger an automatic call to the emergency services.

#### **Fire Sirens:**

- The "Cambridge Town" Volunteer Fire Brigade siren is located on the roof of the Cambridge Town Hall. A series of 3 long sirens will sound, then stop. You do not need to evacuate the building when this siren goes off unless the call out is related to the Town Hall.
- The Town Hall has its own fire alarm, which when activated will ring and you will be advised by an electronic voice to "Please Evacuate the building from the nearest exit" .
- If you are not familiar with the Town Fire Siren vs the Town Hall, please discuss this with us. It is important to know the difference for the safety of all parties.

#### **Lost Property**

If any lost property is found by DCI staff at the post inspection of the Town Hall, or handed into the DCI, it will be held at the DCI and they will contact the Hirer in the first instance to advise of the property. Property will be kept for 3 months maximum at the DCI. In some instances if the owner cannot be found, it will be handed in to the local Police Station.

#### **Dogs and Animals**

Animals are by permission only, unless they are assistance animals. No animals are to be loose in the Town Hall.

#### **Smoking**

The Cambridge Town Hall is designated a non-smoking area. This includes all entrances to the building, steps and ramp.

#### **Event and Interior Displays**

Decorations and displays are only to be attached using the existing picture wire strung above the dado rail. Nothing is permitted to be nailed, pinned, screwed or taped to the walls. Decorations and displays are not permitted to be attached to any of the curtains. Any surface damage will be repaired and taken from the booking bond.

### **Site Works - Contractors**

If for any reason you require contractors or sub-contractors to perform work at the Town Hall for your Hire – this must be prearranged. It is a requirement of the current Health and Safety legislation that everyone maintains a safe workplace and your contractors and sub-contractors are no exception to this rule. Please check with us to ensure that the contractor(s) you wish to engage are included in the Waipa District Councils approved contractors list before they perform any work on the Town Hall.

### **Event Noise**

The Town Hall is classified as a Reserve Zone and as such, noise from Events held at the Town Hall, may not exceed the following limits, as measured within the boundary of any adjacent properties.

Monday to Saturday (7.00am-10.00pm):	55dBA (Leq)
Sunday and Public Holidays – 8.00am to 8.00pm:	50dBA (Leq)
At all other times:	40dBA (Leq)
No single noise event between 10.00pm to 7.00am Shall exceed the following:	70dBA (Lmax)

The noise levels shall be measured and assessed in accordance with the requirements of NZS 6801:2008 – Acoustics – Environmental Sound and assessed in accordance with NZS 6802:2008 – Acoustics – Environmental Noise.

Activities that fail to comply with this rule will require a resource consent for a discretionary activity.

It is the responsibility of the Hirer to ensure that noise levels arising from Hall activities (including the use of PA systems, amusement devices, bands etc) comply with the restrictions above and that local residents, or other events nearby (such as at Victoria Square) are not disturbed.

Contact Waipa District Council for further information. If Noise Control Officers are called to an event in response to a noise complaint, any requests that they make must be cooperated with immediately and in full.

### **Advertising**

The only permitted signs are free-standing sandwich boards at front of hall or your own vehicle. No signage is to be attached to the surrounding trees, street signs or building. Arrangements can be made for a banner to be hung across Victoria Street. Please see DCI staff for schedule and booking details.

### **Media and Communication**

The Hirer shall ensure that all media requests, regarding the Town Hall are referred to DCI Management in a polite and courteous manner with no further comments.

### **Compliance**

DCI and the Hirer shall comply with the provisions of all relevant statutes, ordinances, regulations and by-laws relating to the management, control and administration of the Hall, and will also comply with the provisions of all

licenses, requisitions and notices issued by any Competent Authority in respect of the Hall or its use by the public or other users.

**Town Hall Plaza** (Tiled area in front of Town Hall steps):

Cars are permitted onto the Plaza, by arrangement, for **UNLOADING** or **LOADING** only. Parking may be permitted for special occasions, but only by prior arrangement.

A key for the bollards can be obtained from the Cambridge DCI once approval has been given. No vehicles to be parked on grass areas around the town hall. Trucks are **not** permitted onto the Plaza area for the unloading of deliveries. Deliveries can be made through the Victorian Room doors, on the Victoria Street side of the building. There is a loading bay that can be used by the Hirer on the Lake Street side of the Hall.

**Bus Parking**

There is a drop off and pick up Zone for Buses on the Lake Street side of the Town Hall. Buses cannot park here other than to drop off and pick up. If you require a bus to be parked for any length of time, the DCI staff can advise where you can park. Please note that the bus park is also used by other regular domestic Bus Services.

**Car Parking**

There is no designated parking specifically for Town Hall users, but there is ample parking around the Town Hall and surrounding streets. Some of this is time restricted – discuss with DCI staff if you are unsure where to park.

**Accommodation:**

***Under no circumstances shall a Hirer/Associate or any person sleep within the Cambridge Town Hall or anywhere on its premise – by order of the Waipa District Council***

The DCI and its Cambridge i-SITE Visitor Centre offer accommodation booking services for the Cambridge township and surrounding area – please talk to us if you need assistance with booking accommodation. We can cater for large groups, corporates, families and professionals. We have the largest local accommodation register and have visited every property.

**Hall Maintenance and Future Upgrade**

A significant future upgrade of the Hall has been allowed for in the Waipa District Councils 10 Year Plan, but the nature and timing of this upgrade has not yet been determined. Other, more routine, maintenance will be scheduled between organized event bookings of the Hall.

**CANCELLATION / FORCE MAJEURE**

In the event of the Hall being closed for maintenance and repair, it is the Council's policy to give DCI one month's written notice prior to the closure. However, if the closure for maintenance is unexpected or for emergency works, Council has the right to close the Facility immediately for such maintenance and repair. In each event DCI will notify the Hirer at the earliest opportunity.

Council reserves the right to cancel any Hire at any time prior to the Hire commencement, or shorten the Hire should the DCI management or Council have reason to believe that the Hire will adversely affect the smooth running of the Town Hall or DCI business, its security or reputation. If the Hire is cancelled in this way, the Hirer indemnifies council in respect of any claims made regarding the liability or loss of incidental or consequential to the cancellation or shortening of the Hire.

#### **COMPLAINTS POLICY AND HOW TO MAKE A COMPLAINT**

Both the Hirer and DCI will act in good faith to take all possible measures to ensure prevention and minimisation of complaints.

DCI will use their best endeavors to resolve all public complaints satisfactorily, as soon as practicable after receipt. If you have a complaint, please advise the DCI Staff at your earliest convenience. A record of your complaint will be taken and will include, but not be limited to:

- \* complainants full name, and contact details – preferably phone and email
- \* date and time complaint received and how it was received
- \* nature of the complaint; and
- \* action taken to respond to /resolve the complaint

DCI will maintain a Town Hall Complaints Register that includes all of the above information. The complaints register is viewable to the Waipa District Council and sent to them on a quarterly basis. The Council Town Hall representative will be notified in the event of any serious public complaints received as soon as practicable after their receipt.

## **HEALTH AND SAFETY**

### **Function Manager**

DCI and the Waipa District Council are committed to providing a safe and healthy space for Hirers, members of the public, employees and contractors utilizing the Hall, and are committed to the goal of achieving zero harm on site.

DCI has developed a Risk Register and Health and Safety Plan for the Hall and its users, which includes evacuation and emergency procedures for the Town Hall.

The Hirer has a responsibility to ensure the safety of themselves and everyone around them, at all times. The Hirer is responsible for Health and Safety during the time of the hire and must nominate a Function Manager who will be at the event for the entire event. The Function Manager will:

- complete a health and safety induction with DCI staff before the key is given for Hire
- ensure that all Staff employed and Contractors in the performance of services, are aware of and familiar with the Health and Safety Plan
- take charge of any evacuation or emergency procedure as required during the Hire
- where Alcohol is being serviced, be available for the duration of the function to assist the Bar Manager to resolve any issues that may arise. The function manager is to refrain from consuming alcohol during the function, to ensure they are fit and able to act in the capacity of 'Function Manager'
- notify DCI of any Health and Safety incidents during their Hire, complete a report and review it with DCI to determine what actions if any are required. DCI will assist with any Health and Safety reporting, but must be made aware of incidents and accidents to be able to do provide assistance.
- inform DCI of any complaints received about the Town Hall or its services provided by DCI

Please ensure that any contractor that you wish to engage is included on the Waipa District Council Approved Contractors list before they perform any set-up work at the Town Hall. It is a requirement of the current Health & Safety legislation that everyone maintains a safe workplace, and your contractor and sub-contractors are no exception to this rule.

### **Certified Professionals**

If used, stages, grandstands, portable buildings and structures supporting lights or speakers are to be designed and certified by a registered engineer. Waipa District Council requires a copy of documentation to prove that this has occurred.

All scaffolding is to be erected by a certified scaffolder. Please contact the site office for a list of certified Waipa Suppliers, if required.

### **Electrical Cords and Equipment**

All electrical cords used at the Town Hall must be approved and tagged by a licensed electrician immediately prior to an event (i.e. 6 months before, at the earliest). All electrical cords must be free of nails or metal attachments; rubber and plastic attachments are preferred.

Power cords that run across a foot-traffic thoroughfare must be covered by purpose-made rubber (or similar) covers that do not interfere with the cord diameter.

Electrical cords used on site must be 50m or shorter. It is recommended that full 50m length cords have an

automatic power load shut-off switch board connected at the power source end. Cords that are linked to extend more than 50m in total must be joined by an automatic power load shut-off.

**NB:** Power load shut offs (also known as 'adaptor boxes') must carry a New Zealand or Australian standard approved stamp.

An approved electrician must carry out the maintenance of electrical equipment on site. No handy man maintenance is to occur. This directive covers, but is not limited to, electrical fuses, damaged junction boxes and miscellaneous electrical equipment brought onto the site. An qualified lighting technician or electrician is required for use of the lighting bar.

No power leads are to be strung overhead. All leads on the ground will be secured in a way that eliminates trip hazards.

### **Emergency Procedures**

- The nominated Function Manager is responsible for evacuation of the Town Hall in the in case of Fire, Earthquake, Gas Leak or any other emergency, and must be familiar with the attached evacuation plans which are also located by all emergency EXIT points in the building
- Ensure emergency EXIT doors are always kept clear, including the Wheelchair access shown on the plan
- Ensure access to fire hoses and extinguishers are always kept clear
- Ensure that no pyrotechnics or naked flames are used (eg candles, smoke machines, fireworks)
- Ensure heating ducts in the floor of the main hall are not covered when heating is on

The Function Managers is to use High Vis Vest located in the kitchen.

Please note there is a basic First Aid Kit and Fire Blanket located in the kitchen.

It is the responsibility of all to encourage reporting and recording of any incident to ensure our Health and Safety plan is the most robust it can be. Our aim is that every user of the Hall should return home safe and well.

DCI Staff will review any Health and Safety incidents and determine actions required. DCI will regularly review and update the Health and Safety Plan.

## **Attachments**

Town Hall Floor Plan  
Town Hall Floor Plan – showing Exits  
Town Hall Booking Fees

Appendix

Contacts  
Equipment Hire Notes  
Hirers Checklist

## **CONTACTS**

### **Destination Cambridge**

i-SITE Office - 07 823 3456

CEO – Miff Macdiarmid – 0274 306 703

After hours phone – 021 466 535

Email – [info@cambridge.co.nz](mailto:info@cambridge.co.nz)

Website – [www.cambridgetownhall.co.nz](http://www.cambridgetownhall.co.nz)

Website for Cambridge – [www.cambridge.co.nz](http://www.cambridge.co.nz)

### **Waipa District Council**

0800 Waipa DC

Cambridge: 07 823 3800, Te Awamutu: 07 872 0030

Email – [info@waipadc.govt.nz](mailto:info@waipadc.govt.nz)

### **NZ Police**

Cambridge: 07 827 5531    Te Awamutu: 07 827 0100

[www.cambridgetownhall.co.nz](http://www.cambridgetownhall.co.nz) – footer on each page

### **Equipment Hire Notes for use**

Data projector:

When using RGB1-Can press FN (Function Button)-F8 together to display the image on the Screen

### **Hirers Checklist**

When leaving:

- Put all tables & chairs away
- Sweep all floors used during your hire
- Vacuum all carpets to presentable standard (own vacuum required)
- Remove all hire equipment and decorations
- Remove all rubbish, boxes, bottles etc

All cleaning equipment can be found in the locked Cleaning Room next to the Ticket Booth, in the Main Foyer. The Main Hall key unlocks this cupboard.

Kitchen area, when leaving, ensure the below is removed:

- All food and drinks (check fridge)
- Cardboard boxes & Cartons
- Plastic bread racks, plastic fruit / vegetable bins
- Polystyrene chilly bins
- Plastic milk racks
- All rubbish

Please wipe down the inside of the two fridges (if used) and all kitchen surfaces. Please clean the ovens and oven trays if used.