

Monday 30 September 2019

Chairperson
Rawene Community Hall
Lorene Royal
PO Box 51
Rawene 0443

Dear Lorene

Please note that as part of the Council's 2015 Halls and Facilities strategy (attached), there is an expectation that the hall committee will submit to Council information pertaining to the previous year's use of the hall, that is for the period 1 July 2018 to 30 June 2019.

This is also an opportunity to ensure Council has the correct contact details of the hall and its committee members.

We would appreciate it if a representative of the committee could complete the below table.

Please provide this information, in full, to Council by Friday 29 November 2019. This will allow staff time to prepare and report your hall information to your local Community Board in early 2020.

HALL DETAILS	
Physical address:	9 Parnell St, Rawene.
Postal address:	Po Box 51, Rawene, 0443
Phone number:	022 619 8213
Email address:	rawenehall@gmail.com, or loreneroyal@gmail.com
Website:	-
Other:	-

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
Chair	Graeme Wylie	Po Box 51 Rawene, 0443		021 055 0149
Secretary/Treasurer	Lorene Royal	Po Box 51 Rawene, 0443	loreneroyal@gmail.com	022 619 8213
Member Signatory	Gwen Freese		Karlandgwen@outlook.com	09 4057 801
Hall Fire	Karl Freese		"	09 4057 801
Minutes Secretary	Carol Fife		haveha@xtra.co.nz	09 4057 739
Member	Mike Albrecht		albrecht_hoki@yahoo.co.nz	021 137 1097
Com Bd Member	Emma Davis		emma.davis@broodwood.school.nz	027 640 4080

Please feel free to update on the reverse of this or add another piece of paper

COMMITTEE MEETING DETAILS	
How often does the Committee meet annually?	Minimum of 4 general meetings, 1 AGM.
How often did the Committee meet in 2018/19?	6 times - 1 July 2018 - 30 Jun 19

HALL INFORMATION 2018/19	
Usage Data	
Number of bookings:	181
Number of users:	N/A
Type of use	
Community (regular users):	149
Casual (one off):	25
Commercial:	47
Hire rates (per hour)	
Community:	} see attached
Casual:	
Commercial:	
Other:	
2018/19 Financial Statement	Attached: yes / <input checked="" type="checkbox"/> no
BWOF	Yes / No Expiry Date: 30/04/2019
Insurance - Contents	Yes / No Value:
Improvements completed	Flooring upgrade, Blinds installed Interior repaint/renovation (brickwork) Upgrade of Hall Lighting.
Maintenance completed	Handrails on stage stairs and and stage exit stairs to door. the deck. Repaired Roof flashing
Other:	Upgraded/refurbished kitchen cupboard doors.

Council is also improving its website content, and we would like to provide a basic description of what the hall can be booked for and how to make a booking etc. If you could provide information about the following, which we believe will help potential hall hirers that would be much appreciated:

Hall / meeting room details and capacities e.g.: Main hall – 250 pp	Capacity Main Hall 168
Kitchen facilities	Stove, Mounted Zip, urn (Hot water - freestanding) Hot water on tap. Microwave. Fridge/Freezer Combo
Toilets	Mens - 1 toilet, 1 urinal Womens - 4 toilet - below code disabled toilet
Disabled access	Not compliant
Parking	12 Higgledy-piggledy!
Furniture available	84 Chairs 18 Plastic Trestle Tables
Other facilities / assets available e.g.: stage, lighting, heating	Crockery for up to 100 Small PA System - via private contractor

see attached

Thank you for providing the requested information, please return in the envelope provided or email to districtfacilities@fndc.govt.nz

Should you have any further queries, please contact me P: 0800 920 029.

Yours sincerely



Ngawaiata Harris
District Facilities Support Staff

Rawene Hall Hire



Information required to make a booking:

- 1 – Date of event
- 2 – Hireage from to
- 3 – Access to hall for setting up required at
- 4 – Number of people expected
- 5 – Kitchen use include 20 Crockery Sets - Y / N
- 6 – Crockery Sets for 50 or a 100 people – 50 or 100
- 7 – **Alcohol use:** Are you planning to drink or supply alcohol as part or your Hall use? - Y / N
- If Yes, is alcohol for Sale/Included in ticket price or BYO? - Sale / BYO
- Alcohol:** if you plan to sell alcohol at your event, or it is included in ticket sales you must apply for a Special License from FNDC - Information regarding this is available below under the heading Alcohol Licence.
A Bond of \$200 is required by the Hall Committee, as well as meeting our requirements regarding Host Responsibility, and other conditions of use.
- 8 – Cleaning by (S)taff or (H)irer - S / H.....
- 9 – Please send me a Quote first - Y / N.....
- 10 – Contact Details of hirer and/or any organisations for the Quote and Invoice.....

11 – Name and Contact details of nominated person that will receipt the key and sign for the responsibility and hire agreement.

12 – Other questions or comments:

Chargeable Item:

Hall Hire fee per hour for 50 people	\$15
Additional people – 4 Hours and less	\$50
Additional people - more than 4 Hours	\$100
Additional people for 2 days	\$125
Additional people for 3 days	\$150
Kitchen use include 20 Crockery Sets	\$20
Crockery sets for 50 people	\$50
Crockery sets for 100 people	\$100
Cleaning by staff (Paid option) - Bond (self cleaning option)	\$60
Cleaning by staff (when food and or alcohol is present)	\$120
PA System is available via private contractor	\$100
Funeral Hire for 1 day	\$250

*Funerals – families are required to supply biers for caskets – these are usually supplied by the funeral directors.

After submitting the required information a Quote will be prepared.

Once booking is confirmed via email an Invoice will be sent and payment is required 4 days before the event. A Bond of \$200 is required by the Hall Committee where a Special Liquor License and/or BYO is selected, a separate check can be submitted and will not be banked if not required.

Information:

Access to the hall for setting up prior to the event is to be determined at the Quoting stage.

Unlocking the hall, inspection prior to and after the event will be performed by a committee member.

Setting up and packing away of tables and chairs is the responsibility of the hirer.

Furniture available for use:

Tables – Plastic 14

Chairs 84

Kitchen - Equipped with:

Fridge/freezer combo

Stove

Wall mounted Zip water heater

Hot water Urn - Freestanding

Hot water on tap

Microwave

NOTE: Tea towels to be provided by hirer.

Crockery: Set

A Crockery set contains:

Cups, Saucer, Dinner plate, Dessert plate, Side plate, White mug, Knife, Fork, Teaspoon and Dessert Spoon

2 lots of 50 Crockery sets are available.

Toilets:

Initial toilet consumables are provided and it is advisable to bring more toilet paper and paper towels.

Cleaning:

All necessary cleaning equipment is available in the cleaning cupboard.

All furniture must be packed away in it's designated places and carpets vacuumed.

Cleaning bond of \$60 will be refunded only if the hall is left in a clean state where the self cleaning option has been selected. Cleaning can be done by the hirer as a paid option.

All rubbish is to be removed by hirer.

Please NOTE:

NO hall furniture is allowed outside the hall.

Hirers are not permitted to attach, pin or nail anything to the walls inside the hall.

Hall use instructions are posted on the wall in the dining room area.

Emergency services and contacts are also posted on the walls.

PA System - A small PA is available for \$100 (with good notice - subject to Graeme Wylie availability).

Alcohol Licence:

If you plan to sell alcohol at your event, or it is included in ticket sales you must apply for a Special License - More Information is available from the FNDC site <http://www.fndc.govt.nz/services/liquor-licensing/?a=15752>

The form to be completed can be downloaded here

<https://www.fndc.govt.nz/services/forms-and-pamphlets-index/liquor-licensing-forms/Application-Form-Special-Licence-Premises.pdf>

BYO: If you plan to consume alcohol at your event and the event is private BYO, a refundable bond of \$200 is required by the Hall Committee, as well as meeting our requirements regarding Host Responsibility, and other conditions of use.

A Bond of \$200 is required by the Hall Committee where a Special Liquor License and/or BYO is selected, a separate check can be submitted and will not be banked if not required.

Hall Owner – FNDC

Rawene Hall Address:

9 Parnell Street

Rawene, 0473

Rawene Hall Bookings

Andries Willemse +64 22 353 2804

P.O.Box 181

Rawene, 0473

rawenehall@gmail.com

Rawene Hall Committee member contacts:

Gwen Freese +64 9-405 7801

karlandgwen@outlook.com

Lorene Royal +64 22 619 8213

loreneroyal@gmail.com

RAWENE HALL HIREAGE AGREEMENT



Date of hire:

Function:

Representative of Hirer:

I accept responsibility for the hire of the Rawene Hall, including the rules and I the Hirer must abide by the Rawene Hall Health & Safety Policy and Host Responsibility Policy. (Included in this document, ammended on May 2019).

Please sign the bottom of the page.

1 - The Hall:

Please see Cleaning Notice on Dining/Kitchen wall.

All tables and chairs to be stored safely in its designated spaces, the floor swept and mopped. Any spillage on the wooden floor to be cleaned immediately.

Tables and chairs must not leave the hall at anytime during hireage.

Cupboard with Cleaning Gear is located in the Dining Room under the stairs for the Self Cleaning option.

Two Paid Cleaning options are available, one for Normal use and one where Food and Alcohol were served.

2 - Kitchen & Supper Room:

Cleaning after use includes stove, fridge/freezer and microwave. Countertops cleared and cleaned of any rubbish, floor mopped and must be cleaned. All rubbish to be removed from premises.

Please, leave the fridge doors open.

Hirer must bring own tea towels and rubbish bags.

3 - Toilets:

To be left in a clean and tidy condition, floors mopped and bins emptied.

Side entrance foyer to be vacuumed (if necessary)

4 - Additional:

Entrance foyer and carpets to be vacuumed.

Mezzanine Floor (Upstairs area) if using this area, this is to be cleaned and cleared of all rubbish, no rubbish is to be left upstairs. Cost will be incured should this happen.

Any damage to the hall and fittings – the hirer must contact a Hall Committee member immediately. The hirer may incur charges should this happen, alternatively a contractor will be employed by the hall committee to fix the damage and the account will be forwarded to the organization or individual hiring the hall.

The hirer must abide by the hall committees Health and Safety Policy and the Host Responsibility Policy.

If liquor is to be supplied or sold in the hall, a Special Liquor License must be obtained from the Far North District Council and a bond of \$200 will be charged. This bond is refundable if the hall is left in a satisfactory condition. There is to be **NO** drinking outside the hall at any time.

All lights, fittings and switches are not to be interfered with unless permission is given by committee.

Crockery, furniture and tables belonging to the hall are not to be removed from the hall.

Hall ladder is not to be removed from the hall.

No nails or staples to be driven into the walls of the hall.

All bookings are conditional until receipt of the booking fee.

Regular users are required to pay fees monthly.

Sleepovers are not permitted in the hall.

Signed(The Hirer)

Signed(on behalf of the Rawene Hall Committee)

Date

Health & Safety Policy

Rawene Hall Committee recognises its responsibility to ensure or promote the health and safety of users of the hall. This policy should be read in conjunction with the Host Responsibility Policy, and the Rawene Community Hall Hireage Agreement.

For all hireage there will be a nominated person or delegate who will be responsible for advising the attendees of:

- The emergency exits and the evacuation procedures.
- The location of facilities such as rest rooms.
- The point of contact for any other queries for the duration of the hire.
- The Hall has two points of entry and exit.

These are:

- The main entrance through the hall foyer, and a service entrance next to the Council building that leads to the kitchen and toilets. There are two side exits on the north and south sides of the hall. Via the supper room there are sliding doors onto a deck, this last exit is not to be used in an emergency.

The nominated person will also be responsible for:

- Dealing with the cleanup if there are any breakages or accidents.
- Advising the Hall committee.
- Ensuring that there is no abuse of cleaning equipment supplied by the hall.
- Ensuring that the hall is left in a clean and tidy state.

In the event of a fire or other imminent emergency incidents all occupants of the hall should assemble to the outside green /carpark area .

- The nominated person is required to check that all occupants have assembled, with a head count if appropriate, or physical check.
- The delegate is required to check the toilets and mezzanine floor in the assembly process.

Alcohol consumption is permitted on the premises, but hirers must comply with local liquor licensing laws.

All Hall hirers must comply with the Hall's Host Responsibility policy at all times. The Hall is maintained jointly between the Far North District Council and the Rawene Hall Committee.

A maintenance and cleaning programme is in place.

During the hire period, should the hirer become aware of any defect in the hall facility, including any electrical fitting, appliance or water supply, or any issue which they believe could impact on the health and safety of hall users, they will notify the hall committee so that this may be investigated and rectified.

All users are expected to leave the hall in a clean and tidy condition, including removal of rubbish, and to be mindful of the health and safety of the environment for the next user.

Host Responsibility Policy

Rawene Town Hall is available for hire to local groups and individuals for functions which may or may not include the consumption of alcohol.

The Hall committee takes seriously its obligation to look after the Hall for the benefit of all users, and to encourage responsible use.

Any person hiring the hall for a function which involves the sale or supply of liquor will require a Special Liquor License in accordance with the Far North District Council Liquor Licensing regulations.

Should the hireage be accepted, the hirer will be asked to confirm that they understand the principles of host responsibility including:

- Safe drivers should be available to ensure that all persons have safe transport home.
- Non alcoholic beverages and water must be available.
- Food must be provided with the alcohol.
- Moderate consumption is expected (is the norm).
- Alcohol will not be served to those under 18 years of age or to inebriated people.
- No alcohol to be consumed outside the hall at any time.

Performance Report

Rawene Community Hall Management Committee
For the year ended 30 June 2019

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Directory

Rawene Community Hall Management Committee For the year ended 30 June 2019

Nature of Activity

Community Hall Management Committee

Entity Type

Unincorporated not for profit organisation

Management Committee Members

Graeme Wylie- Chairperson
Lorene Royal -Treasurer / Secretary
Carol Fife - Minutes Secretary
Gwen Freese
Karl Freese
David Kearns
Michael Albrect
Emma Davis

Physical Address

9 Parnell Street
Rawene

Independent Reviewer

Teresa Lomas
LCT Accounting
Waimamaku

Bankers

ASB Bank
Kaikohe

Approval of Financial Report

Rawene Community Hall Management Committee

For the year ended 30 June 2019

Cash Basis

The Management Committee are pleased to present the approved financial report including the historical financial statements of Rawene Community Hall Management Committee for year ended 30 June 2019.

APPROVED



A large, stylized handwritten signature in blue ink is written over a horizontal line. The signature is slanted upwards to the right.

Chair

Date

25/11/19

Statement of Income and Expenses

Rawene Community Hall Management Committee
For the year ended 30 June 2019

	2019	2018
Income		
Annual Usage Fees	1,144	-
Cost Recoveries	200	-
Grants - Pub Charity	8,480	-
Hall Hire	6,198	5,693
Sundry Income	129	-
Total Income	16,151	5,693
Expenses		
Administration Expenses		
Assurance Review Fees	704	-
Bond Refunds	100	250
Booking Administration	360	-
Cleaning & Laundry	1,520	100
Gas Bottle Costs	96	360
General Expenses	436	204
Light Power & Heating	1,502	1,264
Postage	12	-
Printing & Stationery	106	61
Security	-	497
Total Administration Expenses	4,836	2,735
Occupancy Costs		
Rent	85	-
Total Occupancy Costs	85	-
Repairs and Maintenance		
Minor Assets	504	-
Repairs & Maintenance - Buildings	4,261	530
Total Repairs and Maintenance	4,766	530
Non-cash expenses		
Depreciation	390	240
Total Non-cash expenses	390	240
Total Expenses	10,077	3,505
Net Increase (Decrease) in Funds for the Year	6,074	2,188

Movements in Accumulated Funds

Rawene Community Hall Management Committee For the year ended 30 June 2019

	2019	2018
Accumulated Funds		
Opening Balance	6,653	4,465
Current Year Increase (Decrease) in Funds	6,074	2,188
Total Accumulated Funds	12,728	6,653

Balance Sheet

Rawene Community Hall Management Committee As at 30 June 2019

	30 JUN 2019	30 JUN 2018
Assets		
Current Assets		
Cash and Bank	2,622	6,153
Accounts Receivable	250	-
Total Current Assets	2,872	6,153
Non-Current Assets		
Property, Plant and Equipment	10,075	500
Total Non-Current Assets	10,075	500
Total Assets	12,947	6,653
Liabilities		
Current Liabilities		
Accounts Payable	219	-
Total Current Liabilities	219	-
Total Liabilities	219	-
Net Assets	12,728	6,653
Accumulated Assets		
Retained Earnings	12,728	6,653
Total Accumulated Assets	12,728	6,653

Schedule of Property, Plant and Equipment

Rawene Community Hall Management Committee
For the year ended 30 June 2019

NAME	COST	OPENING VALUE	PURCHASES	DISPOSALS	DEPRECIATION	CLOSING ACCUM DEP	CLOSING VALUE
Buildings							
Flooring upgrade	7,360	-	7,360	-	-	-	7,360
Total Buildings	7,360	-	7,360	-	-	-	7,360
Furniture & Fittings							
Blinds x9	2,605	-	2,605	-	54	54	2,551
Total Furniture & Fittings	2,605	-	2,605	-	54	54	2,551
Plant & Equipment							
Public Address system -Mixing desk and speakers	3,600	3,360	-	-	336	576	3,024
Total Plant & Equipment	3,600	3,360	-	-	336	576	3,024
Total	13,565	3,360	9,965	-	390	630	12,935

Statement of Accounting Policies

Rawene Community Hall Management Committee For the year ended 30 June 2019

1. Reporting Entity

Rawene Community Hall Management Committee is an unincorporated entity. This special purpose financial report was authorised by the Management Committee on the date specified on page 3.

2. Basis of Preparation

The accounting principles recognised as appropriate for the measurement and reporting of financial performance and financial position on a historical cost basis are followed by Rawene Community Hall Management Committee. These financial statements are special purpose financial statements prepared specifically for the members of Rawene Community Hall Management Committee and may not comply with NZ GAAP.

Accounting Policies

The following specific accounting policies have been used in the preparation of the financial statements.

Goods and Services Tax (GST)

The entity is not registered for GST. Therefore all amounts are stated inclusive of GST (if any).

Bank Accounts and Cash

Bank accounts and cash in the Balance Sheet comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

Changes in Accounting Policies

There have been no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous reporting period.

Revenue Recognition

Revenue is measured at the fair value of the consideration received or receivable for the sale of goods and services, excluding goods and services tax rebates and discounts, to the extent it is probable that the economic benefits will flow to the entity and revenue can be reliably measured.

Interest received is recognised as interest accrues, gross of refundable tax credits received.

Government grants are recognised as revenue on receipt where no performance conditions have been specified on receipt of the grant.

Government grants requiring specified future conditions to be met are recognised as a liability on receipt. The grants are recognised as income over the period that the specified conditions are complete and the associated costs are recognised.

Property, Plant and Equipment

Property, plant and equipment and investment property are stated at historical cost less any accumulated depreciation and impairment losses. Historical cost includes expenditure directly attributable to the acquisition of assets, and includes the cost of replacements that are eligible for capitalisation when these are incurred.

3. Review

These financial statements have been subject to assurance review. Please refer to the independent reviewer report.

4. Contingent Assets and Liabilities

There were no known contingent assets or liabilities at balance date. (2018: Nil)

5. Related parties

Michael Albrect is a committee member. He received payment for building maintenance work completed at normal arms length business terms.

Graeme Wylie is a Committee Member. He received payment for hireage of equipment at normal arms length business terms.

There were no other material transactions with related parties during the period.

6. Going Concern

The entity is a going concern and will continue to operate into the foreseeable future.

INDEPENDENT ASSURANCE PRACTITIONERS REVIEW REPORT



To the Members of Rawene Community Hall Management Committee

I have reviewed the accompanying Financial Report of Rawene Community Hall Management Committee, which comprises the Directory Information, Statement of Income and Expenses, the Statement of Financial Performance, Balance Sheet as at 30 June 2019, and Notes to the Financial Report.

Responsibility for the Financial Statements

The committee are responsible for the preparation and fair presentation of this Financial Report in accordance with Special Purpose Financial Reporting Non-GAAP and for such internal control as the committee members determine is necessary to enable the preparation of a Financial Report that is free from material misstatement, whether due to fraud or error.

Assurance Practitioners Responsibility

My responsibility is to express a conclusion on the accompanying financial statements. I conducted my review in accordance with International Standard on Review Engagements (New Zealand) (ISRE (NZ)) 2400, Review of Historical Financial Statements Performed by an Assurance Practitioner who is not the Auditor of the Entity. ISRE (NZ) 2400 requires me to conclude whether anything has come to my attention that causes me to believe that the financial statements, taken as a whole, are not prepared in all material respects in accordance with the applicable financial reporting framework. This Standard also requires me to comply with relevant ethical requirements.

A review of the Financial Report in accordance with ISRE (NZ) 2400 is a limited assurance engagement. The assurance practitioner performs procedures, primarily consisting of making enquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained. The procedures performed in a review are substantially less than those performed in an audit conducted in accordance with International Standards on Auditing (New Zealand). Accordingly, I do not express an audit opinion on these financial statements.

Other than in my capacity as assurance practitioner I have no relationship with, or interests in, Rawene Community Hall Management Committee.

Basis for Qualified Conclusion

Receipts from cash fundraising activities are a significant source of revenue for the Rawene Community Hall Management Committee. Control over fundraising revenue is limited prior to recording. Accordingly as evidence available to me about revenue from this source was limited, my review procedures for fundraising revenue was restricted to the amounts recorded in the financial records. Therefore I am unable to express an opinion on whether cash fundraising activities revenue as recorded is complete.

Qualified Conclusion

Except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, based on my review, nothing has come to my attention that causes me to believe that the Financial Report does not present fairly, in all material respects the financial position of Rawene Community Hall Management Committee as at 30 June 2019, and of its financial performance for the year then ended.

A handwritten signature in blue ink, appearing to read 'T. Lomas'.

Teresa Lomas
LCT Accounting
Waimamaku
27th November 2019

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