

Thursday 5 November 2020

Russell Hall
cmwbbbs@gmail.com

Dear Sir / Madam

Please note that as per Council's '2015 Halls and Facilities Strategy' there is a requirement that Hall Committee's submit information pertaining to the previous year's hall use being 1 July 2019 to 30 June 2020.

This is also an opportunity to ensure Council has the correct contact details of the hall committee members as well as an afterhours / emergency contact.

Therefore, can you please complete the information below and return it to me by Friday 1 December 2020. This information will form part of a report that is presented to your local Community Board early 2021.

Can you please ensure you provide a copy of your hall's evacuation plan and a copy of your current BOWF for our records?

Should we not receive any information, we will be noting this as part of the report to the Community Board.

FNDc ADMIN
08 DEC 2020

| HALL DETAILS | | | |
|-----------------------------------|--|----------------------|---|
| Name of Hall: | Russell Community Hall | | |
| Physical address: | The Strand | | |
| Postal address: | PO Box 204, Russell | | |
| Booking Officer (name): | (Booking Officer will be added to our website) Colleen M. Bottrell | | |
| Booking Officer (contact): | Ph.: / | Mobile: 021-1109-148 | Email: cmwbbbs@gmail.com |
| Afterhours contact (name): | Colleen Bottrell | | |
| Emergency Contact (name): | Colleen Bottrell | | |
| Afterhours (contact): | Ph.: / | Mobile: 021-1109-148 | Email: cmwbbbs@gmail.com |
| Other: | / | | |

| | | | | |
|------------------------------------|---|----------------------------|-------------------------|----------------------|
| Improvements completed | This year new curtain rails installed | | | |
| Maintenance completed | External maintenance needed by Council | | | |
| Other: | BWOF - your copy on file - FNDc copy of evac. Plan - non | | | |
| Check list (cross out as provided) | ✓ AH / emergency contact details | → Copy of BWOF certificate | Copy of Evacuation Plan | Form fully completed |

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 | MAIN Hall - cap 200 PAX Upper Rm - cap 50 PAX |
| Kitchen facilities | off upper Rm. |
| Toilets | 3 internal Toilets |
| Disabled access | 1 disabled access to Hall ground level + upper room |
| Parking | NIL |
| Furniture available | Inventor sheet attached |
| Other facilities / assets available e.g.: stage, lighting, heating | Stage in main hall - installed heating in main hall lighting in entire hall |

| HALL COMMITTEE DETAILS | | | | |
|------------------------|-------------|----------------|---------------|--------------|
| Position | Name | Postal Address | Email address | Phone number |
| Chair | L.A. Young | | | |
| Sec/Trea | cm Bottrell | | | |
| Member | F. Edwards | | | |
| " | R. Miller | | | |
| " | C. Aridge | | | |
| | | | | |

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? | Normally 10 times per year |
| How often did the Committee meet in 2019/20? | 6 Times due to Covid 19 |

| HALL INFORMATION 2019/20 | | |
|-----------------------------|--|-------------------------|
| Usage Data | | |
| Number of bookings: | 416 | |
| Number of users: | average monthly 7 | |
| Type of use | | |
| Community (regular users): | 7 | |
| Casual (one off): | 3 (1 wedding, 1 art exhibition) | |
| Commercial: | ⊖ (1 meeting) | |
| Hire rates (per hour) | | |
| Community: | } average \$10. per hour | |
| Casual: | | |
| Commercial: | | |
| Other: | | |
| 2019/20 Financial Statement | Attached <input checked="" type="radio"/> yes / no | |
| BWOF | Yes / No | Expiry Date: April 2021 |
| Insurance - Contents | <input checked="" type="radio"/> Yes / No | Value: attached |

RUSSELL TOWN HALL INVENTORY LIST

As at 1 December 2019

| IN HALL | Quantity | Check In | Check Out | |
|--|----------|----------|-----------|--|
| Integra Stacking Chairs (total Main Hall and Upper Room) | 190 | | | |
| Door Mats | 1 | | | |
| Fire Hose Reel | 1 | | | |
| Piano with Cover | 1 | | | |
| Piano Stool | 1 | | | |
| | | | | |
| | | | | |
| Steam Mops and extension cords | 2 | | | |
| Blackout Curtain on Stage | 6 | | | |
| Stage Curtains (Red) | 2 | | | |
| STOREROOM | | | | |
| Ladder (wooden) | 1 | | | |
| Broom (Large) | 4 | | | |
| Folding Tables med. 1800mm x 750mm | 7 | | | |
| Tables lg 2400mm x 750mm | 20 | | | |
| Artists Easels | 5 | | | |
| Folding Screens | 5 | | | |
| TOILETS | | | | |
| Rubbish Bins | 3 | | | |
| Toilet Brush and Holders | 3 | | | |
| Vacuum Cleaner | 1 | | | |
| Mop Buckets | 2 | | | |
| Mops | 3 | | | |
| STAGE CUPBOARD | | | | |
| Wine Glasses | 185 | | | |
| Beer Tumblers | 119 | | | |
| Desert Bowls | 34 | | | |
| CONFERENCE ROOM | | | | |
| Oil Heaters | 2 | | | |
| Framed Wall Hangings | 2 | | | |
| Notice Board | 1 | | | |
| Fire Hose Reel | 1 | | | |
| Long Carpet Mat | 1 | | | |
| KITCHEN | | | | |
| Refrigerator | 1 | | | |

| | | | | |
|-------------------------|-----------|--|--|--|
| Dish stelizer and Trays | 1 | | | |
| | 3 x Trays | | | |
| Zip Water Heater | 1 | | | |
| Woodson Urn (Coffee) | 1 | | | |
| Teapots | 3 | | | |
| Dinner Plates | 204 | | | |
| Side Plates | 224 | | | |
| Dessert Bowls | 167 | | | |
| Saucers (White) | 80 | | | |
| Cups (White) | 106 | | | |
| Knives | 222 | | | |
| Forks | 200 | | | |
| Spoons | 193 | | | |
| Teaspoons | 205 | | | |
| Mat | 1 | | | |
| Fire Extinguisher | 1 | | | |

It is in your interest to check the inventory before using the Hall. This list is a guide only and should be checked. If quantities have changed, please note on this sheet and contact Colleen at 021 1109 148 or Lorraine at 403 7504. Hall facilities must be left Clean and Tidy. All breakages must be reported. Charges will be made for missing or damaged items as listed below and/or additional cleaning if required by the Hall Cleaner.

No equipment is to be removed from the Russell Town Hall at any time before, during or after the rental

| | |
|-------------------------------|------------------|
| Side plates, cups and saucers | \$ 5.00 each |
| Dinner plates | \$ 6.00 each |
| Glasses and cutlery | \$ 2.00 each |
| Hall Cleaning | \$20.00 per hour |
| Broken Windows | \$60.00 per pane |

RUSSELL TOWN HALL MANAGEMENT COMMITTEE

FINANCE STATEMENT

1 JULY 2019 TO 30 JUNE 2020

| Deposits | Year End Totals |
|--------------------------------|------------------------|
| Hall Hire | 13110.00 |
| Bonds Received | -- |
| Bank Interest | 2.67 |
| <u>Term Deposit Interest</u> | <u>5342.43</u> |
| Total Deposits for year | 18455.10 |

| Expenses | Year End Totals |
|--------------------------------|------------------------|
| Maintenance | 4192.75 |
| Administration | 1778.70 |
| Clean Wages | 3335.00 |
| <u>Hall Stores</u> | <u>889.45</u> |
| Total Expenses for year | 10195.90 |

Closing Balance as at 30/06/20

| | |
|-----------------------|------------------|
| Cheque Account | 7102.25 |
| WestpacTD 0001 | 60159.61 |
| <u>WestpacTD 0002</u> | <u>90544.52</u> |
| | 157806.38 |

Submitted to the Russell Town Hall Committee in July awaiting approval.

Colleen M. Bottrell
Secretary/Treasurer

Town Hall Rental Agreement SAMPLE

This document, between the Russell Town Hall Management Committee and SAMPLE is a contract regarding the rental of the Russell Town Hall (entire) on the 30th of July 2016. The keys are held by Colleen Bottrell or Lorraine Young and will be delivered before the rental. The rental fee is \$400.00 per day and is payable after the event. A Bond in the amount of \$250.00 is to be paid to the Russell Town Hall Management Committee before the rentals begin. This bond will be refunded at the end of the rental period if the Hall is left in proper order and the inventory is complete. Please read the following conditions of the Hall Rental.

1. The Town Hall facilities are left in a clean and orderly condition and all rubbish is removed from the premises.
2. **There is no physical damage to the Town Hall facilities and all the walls are kept free of any objects, posters and paraphernalia for the duration of the rental period.**
3. All furniture and fixtures as per inventory are intact, clean and returned to their proper location.
4. **Furniture and fixtures are not to leave the property at any time.**
5. **NO** smoking in the Conference Room and Kitchen Area.
6. **NO** sleeping on the premises.
7. Restriction of 200 people maximum on the premises.
8. If alcohol is to be **CONSUMED** on the premises a **license must be obtained** from the FNDC. A copy of this license should be presented to the Committee before the date of the event. The Hall Committee will provide an accompanying letter of approval to the FNDC upon request.
9. Liquor service and music must finish by 11.30pm.
10. Outside noise to be kept to a minimum due to the close proximity of neighbours.
11. **Facilities (Conference Room) to be cleaned and available for use by 9:30am Sunday for Church service..**
12. Please take note of location of Fire Equipment in Hall, Conference Room and Kitchen

The Hall Committee does not provide a First Aid Kit. If the Piano, Glassware or extra crockery is required please notify at time of booking, so that keys or equipment can be provided.

If any of the above conditions are not met, a portion of (or the total) Bond shall be retained by the Committee to cover repairs, replacement and/or the cleaning of the premises. By the signing of this Rental Agreement both parties agree to abide by the conditions stated herein.

For and on behalf of the **Russell Town Hall Management Committee:**

Date

Russell Town Hall Renter:

Date

**Please Sign and return one copy of this agreement to
Russell Town Hall Management Committee
P O Box 204
Russell**

SmartPAK Public Liability Insurance

This schedule forms part of your policy wording. Please refer to the policy document for the full terms, conditions and exclusions relating to this insurance.

| | | |
|--|--|--|
| The Insured Russell Town Hall | Client No 113-OC5PD | Cover No 1584101-002 -03 |
| The Insurer Monument Insurance (NZ) as underwriting agent for QBE Insurance (Australia) Ltd AIG Insurance NZ Ltd Certain Underwriters at Lloyd's (Administered by OMPL) | | Insurer Policy No PLK25J26-0 |
| Period of Insurance | From 20/06/20 to 20/06/21 at 4:00pm; Local Standard Time | |

DETAILS OF INSURANCE

| | | |
|--------------------------------|--------------------------|-------------|
| Business of the Insured | Community Town Hall | |
| Public Liability | Limit any one Occurrence | \$2,000,000 |
| Products Liability | Limit in the aggregate | \$2,000,000 |
| Policy Territory | New Zealand Only | |

POLICY DETAILS

Policy Wording SmartPAK Public Liability Policy Wording Dec 2015

To obtain a copy of this policy wording please visit www.crombielockwood.co.nz/policy-documents and enter the following code in the search engine PLSME1215.

Automatic Coverage Clauses

| | |
|--|-------------|
| Advertising Liability | \$1,000,000 |
| Business Advice or Service | Included |
| Contractors or Sub-Contractors Additional Insureds | Included |
| Defective Design Liability | \$250,000 |
| Defective Workmanship | \$100,000 |
| Forest and Rural Fires Act | \$500,000 |
| Goods on Hook | \$250,000 |



Crombie Lockwood (NZ) Limited
Level 1, 5 Hobson Ave, Kerikeri 0230
P O Box 323, Kerikeri 0245
P +64 9 407 0004 F +64 9 407 3380
www.crombielockwood.co.nz

Client Number
Broker

113-OC5PD
Hennie Le Roux

SmartPAK Employers Liability Insurance

This schedule forms part of your policy wording. Please refer to the policy document for the full terms, conditions and exclusions relating to this insurance.

The Insured

Russell Town Hall

Client No

113-OC5PD

Cover No

1584101-002 -05

The Insurer

Monument Insurance (NZ) as underwriting agent for
QBE Insurance (Australia) Ltd
AIG Insurance NZ Ltd
Certain Underwriters at Lloyd's (Administered by OMPL)

Insurer Policy No

PLK25J26-0

Period of Insurance

From 20/06/20 to 20/06/21 at 4:00pm; Local Standard Time

DETAILS OF INSURANCE

Business of the Insured As shown in the Public Liability Insurance Policy Schedule

Limit of Indemnity Any one claim and in the aggregate \$1,000,000

Jurisdiction New Zealand Only

Retroactive Date Unlimited

POLICY DETAILS

Policy Wording SmartPAK Employers Liability Policy Wording Dec 2015

To obtain a copy of this policy wording please visit www.crombielockwood.co.nz/policy-documents and enter the following code in the search engine ELSME1215.

ENDORSEMENTS AND / OR WARRANTIES

Nil

EXCESSES

Client Number
Broker

113-0C5PD
Hennie Le Roux

POLICY SCHEDULE

SmartPAK Material Damage Insurance

This schedule forms part of the Policy Wording. Please refer to the policy document for the full terms, conditions and exclusions relating to this insurance.

| | | |
|--|--|--------------------------|
| The Insured | Client No | Cover No |
| Russell Town Hall | 113-0C5PD | 1584101-002 -02 |
| The Insurer | | Insurer Policy No |
| Monument Insurance (NZ) as underwriting agent for QBE Insurance (Australia) Ltd AIG Insurance NZ Ltd Certain Underwriters at Lloyd's (Administered by OMPL) | | PLK25J26-0 |
| Period of Insurance | From 20/06/20 to 20/06/21 at 4:00pm; Local Standard Time | |

SCHEDULE OF INSURED PROPERTY

| | | |
|--------------------------|---|--|
| Location | 17 The Strand, Russell, Far North District, 0202 | |
| Business Activity | Community Town Hall | |
| Buildings | \$0 | |
| Plant & Stock | The maximum payable under this policy for Plant and Stock shall not exceed \$1,000,000 any one event. | |
| Other Property | | |

POLICY DETAILS

Policy Wording SmartPAK Material Damage Policy Wording Dec 2015
To obtain a copy of this policy wording please visit www.crombierlockwood.co.nz/policy-documents and enter the following code in the search engine MDSME1215.

Standard Material Damage Policy Clauses

Client Number 113-0C5PD
Broker Hennie Le Roux
Page 1

Client Invoice

Russell Town Hall
17 The Strand
Russell 0202

Cover Reference 1584101-002
Effective Date 20 June 2020
Invoice Date 21 June 2020
Invoice Number I02789436
GST Number 87-749-657

TAX INVOICE

Invoice Details

| Reference | Description | Invoice Amount (incl GST) |
|-------------|------------------------------|---------------------------|
| 1584101/002 | SmartPAK Material Damage | \$962.33 |
| 1584101/002 | SmartPAK Public Liability | \$315.74 |
| 1584101/002 | SmartPAK Statutory Liability | \$103.24 |
| 1584101/002 | SmartPAK Employers Liability | \$66.29 |

Transaction Description

We have arranged the renewal cover outlined below.
Renew Commercial Package wef 20/06/2020

Handwritten signature: RL

| | |
|-----------------------------|-----------------------|
| Amount Due | \$1,180.21 |
| Company Earthquake | \$35.11 |
| NZ Fire Service Levy | \$43.46 |
| EQCover Levy | |
| Sub Total Due | \$1,258.78 |
| GST Due | \$188.82 |
| Total Invoice Amount | \$1,447.60 NZD |

In accordance with your instructions we have arranged placement of your insurance as detailed in the attached documents. The amount due may include brokerage and/or fee income for our services. Arrangements with insurers with whom your insurance is placed allow us to earn investment income from handling premiums (in accordance with the Insurance Intermediaries Act 1994).

REMITTANCE ADVICE

The amount is due within 14 days of receipt of this invoice.

Crombie Lockwood (NZ) Limited
Private Bag 68910
Newton
Auckland 1145

Client Number 113-0C5PD
Branch KERIKERI
Invoice Date 21 June 2020
Invoice Number I02789436
Client Name Russell Town Hall
Amount Due \$1,447.60 NZD

Please pay into our NZD ACCOUNT 01 1839 0159564 00

| Particulars | Code | Reference |
|-------------|-----------|-------------|
| 113-0C5PD | I02789436 | <Your Name> |

INSURER RATINGS

| Insurer | Cover (%) | Rating | Agency |
|--|------------------|---------------|---------------|
| Monument Insurance (NZ) as underwriting agent for | | | |
| QBE Insurance (Australia) Ltd | 50 | A+ | S&P |
| AIG Insurance NZ Ltd | 30 | A | S&P |
| Certain Underwriters at Lloyd's (Administered by OMPL) | 20 | A+ | S&P |
| Lloyd's Unique Market Reference B1262BW0127720 | | | |

Standard - Each and Every Event

\$500

INSURER RATINGS

| Insurer | Cover (%) | Rating | Agency |
|--|------------------|---------------|---------------|
| Monument Insurance (NZ) as underwriting agent for QBE Insurance (Australia) Ltd | 50 | A+ | S&P |
| AIG Insurance NZ Ltd | 30 | A | S&P |
| Certain Underwriters at Lloyd's (Administered by OMPL) Lloyd's Unique Market Reference B1262BW0127720 | 20 | A+ | S&P |

SmartPAK Renewal Declaration

Dear Colleen,

Your SmartPAK Insurance renewal is now due.

Attached is the Pre-Renewal Declaration that you need to complete to continue enjoying the smart insurance for smart business.

The key focus we have with SmartPAK is to help ensure you won't be underinsured. That's why we need you to update the 'insured value' of:

- Your Plant and Stock
- Your Turnover and Employee numbers in the Liability section.

Even though SmartPAK is smart enough to provide cover up to \$1 million* just in case; having an accurate insured value also protects your interests.

Simply update the declaration attached by noting what the 'New Value' should be in the relevant sections, like this example below;

| Business Information | | | |
|----------------------|---------------------|---------------|-----------|
| Business Description | Insured Items | Current Value | New Value |
| | Plant and Stock | \$250,000 | \$325,000 |
| | Plant and Stock | \$0 | \$ |
| | Accounts Receivable | \$50,000 | \$65,000 |
| | Accounts Payable | \$10,000 | \$12,500 |
| | Other Assets | \$0 | : |
| | Other Liabilities | \$0 | : |
| | Other Items | \$0 | : |

Then just 'Save' the updated form and email it to me; or if it's easier print it out and scan it or phone photo it and send it to me that way.

As always, please don't hesitate to get in touch if you have any questions or there are other updates you require.

Regards,

Hennie Le Roux

henning.leroux@crombielockwood.co.nz

* While SmartPAK has cover available up to \$1 million, it is important the 'insured value' of each area of your business is accurate. A significant difference between the values you set and a claim you make might be considered material non-disclosure. Insurers could then void the cover altogether or only partially meet a loss.

Liability

Business Activity We currently have your Business Activity as:
Comunity town hall

If changed, please specify all Business Activities below.

| | | | | |
|--|-----------------------|------------------|-----------------------|----|
| Turnover <small>(estimated for next 12 months excluding GST)</small> | Last Year New Zealand | \$100,000 | Next Year New Zealand | \$ |
| | Last Year Australia | \$0 | Next Year Australia | \$ |
| | Last Year USA/Canada | \$0 | Next Year USA/Canada | \$ |
| | Last Year Other | \$0 | Next Year Other | \$ |

Number of Employees (Full Time Equivalent) 1 If changed, please specify the new number of employees:

Outside of New Zealand Do you have any locations or contracts to work outside New Zealand? If yes, please provide details on final page. Yes No

Questionnaire and Declaration**AFTER ENQUIRY of all and any parties or entities to be insured under this contract:**

In the last period of insurance have you had, or are you aware of any pending criminal prosecutions, including driving prosecutions or loss of licence, which have not been previously declared to your insurer(s)? (Subject to the 'Clean Slate' Act)? Yes No

In the last period of insurance has any partner, principal or director been adjudged bankrupt or managed a business that was placed in receivership or liquidation, or are you aware of any current or pending bankruptcy, receivership or liquidation actions? Yes No

Are you aware of any circumstances, not already notified to your insurer(s), which could give rise to a claim? Yes No

Is there any information that has not previously been declared to your insurer(s) that should be declared?
 Information that needs to be declared is anything that might result in an insurer deciding the terms and/or conditions of a policy, including the excess and premium. Yes No

If any of the above have been answered "Yes" please provide full details, including dates, overleaf.

I/we declare that,

Subject to the rights set out in the Criminal Records (Clean Slate) Act 2004, all answers and statements in this renewal declaration are correct and complete in every respect and agree that this Declaration shall form the basis of and be incorporated into the policy of insurance which I/we have with the insurer.

In accordance with the Fire Service Act 1975, I/we certify that the Indemnity Values declared above are fair and reasonable in relation to the value of the property insured. ("Indemnity Value shall be calculated as replacement value less any depreciation on an age and condition basis".)

I/we have read the disclosure information overleaf.

| | | | |
|---------|--|-----------|--|
| Signed: | | Date: | |
| Name: | | Position: | |

Disclosure Information:

At renewal you have a duty to disclose any information that would influence a prudent insurer's decision whether to provide cover and on what terms. All information must be complete and accurate (subject to the provisions of the Criminal Records (Clean Slate) Act 2004) and may include information not directly asked in this renewal declaration. If you do not provide all this information the insurer may avoid your insurance cover from the inception of your policy.

This and other information collected will be held by or on behalf of Crombie Lockwood, QBE Insurance (Australia) Limited, AIG Insurance NZ Ltd and Certain Underwriters at Lloyds (Administered by OMPL) for the purposes of administering or underwriting your insurance cover. You may request access to, and correction of, this information subject to the provisions of the Privacy Act 1993.