

Date

Hall Name

Email

Dear Sir / Madam

As per Council's 2016 Community Halls Policy (as attached), there is a requirement that Hall Committee's will produce annual audited accounts and statistical information on the usage of the hall, income received and any investments (improvements) made in the hall.

The period for this being 1 July 2020 to 30 June 2021.

It is acknowledged that being asked to produce annual audited accounts is not realistic for many of you therefore, a full audit will only be required only every three years. However, we would still expect to receive a basic income and expenditure type of account information.

As per previous years, 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. This is more so important with COVID impacting on our day to day lives and the operation of the halls etc.

Therefore, can you please complete the information below and return it by Friday 1 December 2021.

This information will form part of a report that is presented to your local Community Board early 2022.

Can you also provide a copy of the hall's evacuation plan and a copy of the current BWOF for our records?

We will send out a few more reminders before the closing date of the reports and should we not receive any information, we will note this in the report for the Community Board to consider.

As such, please find attached the following documents:

- 2016 Community Halls Policy
- 2015 Halls and Facilities Strategy
- 2021 COVID Level 2 information sheet
- Hall Committee details and statics template

Thank you for providing the requested information, please return in the envelope provided or email to [districtfacilities@fndc.govt.nz](mailto:districtfacilities@fndc.govt.nz)

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

Yours sincerely

Tam Marselos  
**District Facilities**

## 2020-21 Hall Information and Statistics

HALL DETAILS			
<b>Name of Hall:</b>			
<b>Physical address:</b>			
<b>Postal address:</b>			
<b>Booking Officer</b> <i>(name):</i>	(Booking Officer will be added to our website)		
<b>Booking Officer</b> <i>(contact.):</i>	Ph.:	Mobile:	Email:
<b>Afterhours contact</b> <i>(name):</i>			
<b>Emergency Contact</b> <i>(name):</i>			
<b>Afterhours</b> <i>(contact):</i>	Ph.:	Mobile:	Email:
<b>Other:</b>			

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number

*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?	
How often did the Committee meet in the year?	

HALL INFORMATION	
<b>Usage Data</b>	
<b>Number of bookings:</b>	
<b>Number of users:</b>	
<b>Type of use</b>	
<b>Community</b> <i>(regular users):</i>	
<b>Casual</b> <i>(one off):</i>	
<b>Commercial:</b>	

Hire rates (per hour)				
<b>Community:</b>				
<b>Casual:</b>				
<b>Commercial:</b>				
<b>Other:</b>				
<b>2020/21 Financial Statement</b>	Attached: yes / no			
<b>BWOF</b>	Attached: yes / No		Expiry Date:	
<b>Insurance - Contents</b>	Yes / No		Value:	
<b>Improvements completed</b>				
<b>Maintenance completed</b>				
<b>Other:</b>				
<b>Check list</b> <i>(cross out as provided)</i>	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:

<b>Hall / meeting room details and capacities e.g.: Main hall – 250 pp</b>	
<b>Kitchen facilities</b>	
<b>Toilets</b>	
<b>Disabled access</b>	
<b>Parking</b>	
<b>Furniture available</b>	

**Other facilities / assets available**

**e.g.:** *stage, lighting, heating*