

Venue Hire Agreement



TE KAUNIHERA Ā ROHE O
WHAKAAHURANGI
STRATFORD
DISTRICT COUNCIL

War Memorial Centre Venue Hire Agreement 55 Miranda Street, Stratford

Reviewed Date: September 2024

HIRER INFORMATION					
Company Name	<i>Company/Organisation if applicable</i>				
Name					
Postal Address					
Phone Number		After Hours Number			
Email Address					
Purpose of Hire					
No. of Attendees	<i>This is important please complete</i>				
Building Warden					
BOOKING DETAILS					
Booking Period					
Start Date		Finish Date			
Start Time	<i>Am/Pm</i>	Finish Time	<i>Am/Pm</i>		
					<i>Total Hours</i>
BREAK DOWN OF HOURLY CHARGE RATES					
Whole Complex	8.00am to 12.00am		Friday 12.00pm to Sunday 12.00pm		
Day Rate	\$1,000.00		Weekend Rate	\$2,500.00	
	<i>1-12 Hours</i>		<i>12-24 Hours</i>		<i>24+ Hours</i>
Stadium	\$30.00		\$28.00	\$26.00	
Function Facility	\$24.00		\$22.00	\$20.00	
Function Facility and Kitchen	\$28.00		\$26.00	\$24.00	
TSB Chambers	\$20.00		\$18.00	\$16.00	
ADDITIONAL EXTRAS					
<i>The Hirer is to provide all additional cords/equipment required for the event</i>					
Projector		\$25.00	YES / NO		
Piano		\$15.00	YES / NO		
		Total Venue Hire (including GST)			
		10% Deposit Non-Refundable <i>(if cancelled within 60 days of the event)</i>			
		Total			

If a frequent user, a written list of the dates and times of hire must be provided.

Venue Hire Agreement



TE KAUNIHERA Ā ROHE O
WHAKAAHURANGI
STRATFORD
DISTRICT COUNCIL

Agreement: The hirer agrees to hire the facilities and services of the venue as detailed above and have read and accept the terms and conditions of hire as attached.

.....Date.....
Signature of Hirer

Accepted By:

.....Date.....
Signature on behalf of Council

Terms and Conditions of Hire

The hirer's agreement must be signed by a person 18 years of age and over and returned to Stratford District Council (SDC) service centre at the SDC Administration Office.

By signing this Hire Agreement, you:

- Warrant and agree that the event is accurately and comprehensively described in the Venue Hire Agreement.
- You also warrant and agree that the venue will not be used for any activity that is of an objectionable nature, is in breach of reasonable standards of public decency or is likely to create a nuisance.
- You will comply with all instructions that pertain to the management of the venue.

Hours of use

Hirers **shall not enter the** venue until the time booked and all functions must end at the completion of the booked period. The booking period must include setting up, dismantling, and cleaning of the venue. Any extension to the times specified is chargeable, including early arrival for set up and pack up afterwards.

Terms of Payment

Chargeable time is from 8.00am to 12 midnight daily. From midnight to 8.00am there is no charge. Non chargeable hours are only available to an existing booking. A continuous booking is for the same room only. A booking commencing one day and running into next day must pay all chargeable hours. Payment for one-off hire must be made at least seven days prior to use. If charges are not paid by the due date, SDC reserves the right to cancel the booking(s) and the venue hire agreement.

Payment Method

Payments shall be by cash, bank transfer, eftpos, or credit cards (only available in the SDC office on Miranda Street). If the hirer is a frequent user, a monthly invoice shall be sent. Non-payment of invoices after three months will result in all future bookings being cancelled.

If paying by internet banking please make payment into the Stratford District Council nominated bank account 153947-0221272-10

Additional Charges will occur if;

- Venue, equipment or fittings are damaged
- Extra cleaning is required
- You enter into or remain within the venue outside the booked period
- The venue key(s) are not returned within a timely manner.
- Rubbish is left strewn inside and/or outside the venue
- Any other breach of these conditions has occurred, resulting in call out charges or other costs to SDC.

Cancellation

In the event of the hirer cancelling a booking within 60 days of the event, the 10% deposit is retained by Council.

Notice is to be by phone and a follow up email is to be provided.

Venue required by Council, Cancellation

In the event of SDC requiring the use of the hired premises for civic or other purposes, the Council will be entitled to terminate the hire by giving at least two weeks' notice in writing to the hirer.

This right may be exercised when any of the facilities are required for an event which the Council considers is a major community occasion and the hiring to be cancelled is of a minor nature.

The hirer cannot claim against the Council for any loss suffered by the hirer due to the cancellation of the hiring by the Council, provided always that the Council gives reasonable notice.

Pencil Bookings

If the hire is dependent on weather conditions on the day of an event or similar uncertainties then a "pencil booking" may be made. If, under these circumstances, the "pencil booking" is not needed there will be no charge.

However, if there is a "pencil booking" made and another party enquires about a booking on that day, the "pencil booking" party will have to confirm at that time whether or not they want to make the "pencil booking" a confirmed booking. If it is made a confirmed booking, standard conditions will apply. If the "pencil booking" is not a confirmed booking the facility will be made available to other parties.

Setting up and dismantling

Assistance with setting up, dismantling and cleaning of the facility can be supplied by SDC contractors. The additional cost of these services will be added to the hire charge.

IT Equipment

While there is minimal IT equipment provided at the venue, it is the responsibility of the hirer to set up all IT equipment. SDC is happy to arrange a walkthrough of the equipment 24 hours prior to the event. This must be confirmed at the time of the booking and must be between the hours of 8.30am to 4.00pm Monday to Friday, and not over the weekend or on public holidays.

It is also up to the hirer to provide all additional cords/equipment required for the event.

Items Provided – Projector, Projector Screen,
Wi-Fi – A code will be provided for you on collection of key.

Access - Keys

Hirers are to collect the key(s) from the SDC Administration Office during office hours (8.30am to 4.30pm, Monday to Friday) a day or two before the event. The receipt of the signed agreement and hire fee payment will be confirmed. Key(s) are only to be used for the date(s) and time(s) of the confirmed booking. The key(s) must be returned, to SDC Administration Office or through the slot in the front doors, within 24 hours of the hirer's last booking or a charge of \$25 will be incurred. If keys are lost / misplaced then a replacement fee of \$25.00 will be charged. This fee is payable prior to the new keys being issued.

Prohibited

- X No smoking or chewing gum.
- X No floor powder, glitter or confetti.
- X No driving of nails, tacks, screws or pins into walls, furnishings, floors and ceilings.
- X No use of any adhesive strips/cellotape to be used on walls
- X No decorations or scenery fixings should disfigure any wall or ceiling surface.
- X No open fires, smoke machines, naked flames (this includes candles and kerosene lamps), BBQs or spits are to be used inside. If a fire alarm is set off by the hirer from any of these items, a charge will be incurred.

Noise

Noise deemed to be excessive in the opinion of Council's Compliance Officer, shall result in the in the early closure of your function or confiscation of equipment.

Sale of Food

Food which is not prepared in the kitchen must be obtained from a registered food premise.

Liquor licence

No alcohol should be sold or supplied without a Special Licence from the Stratford District Liquor Licensing Committee. Application forms are available on request and applications must be made at least 30 working days before the function date. This includes a 20 day statutory waiting period under the Sale and Supply of Alcohol Act 2012. The licence must be displayed on the premises throughout the duration of the function. Failure to comply may result in a fine of \$20,000 and/or closure of your function. BYO is allowed with permission from the Council Licensing Officer. Where liquor is provided food and non-alcoholic drinks must also be provided.

Please note that SDC will also be in touch with the police to advise of any event that has alcohol provided. This comes under the Host Responsibility section of the Sale and Supply of Alcohol Act 2012.

Right of refusal to hire

SDC may, at its discretion, refuse any application for hire and may cancel any booking without assigning a reason. In each case all monies paid will be returned in full.

Supervision of children

The venues are not designed for childcare purposes and there may be potential hazards present. Please ensure all children are supervised at all times, including in bathrooms and surrounding areas.

Fire safety

Every hirer is required to be familiar with the procedure for evacuation of the facility, in case of fire, and their appointed Building Warden must ensure that all means of egress are checked on entering the facility. In case of fire, the Building Warden must assist in evacuating everyone from the facility immediately. The Building Warden must also notify the Fire Brigade by phoning 111 and be the first point of call, when the Emergency Services arrive.

If smoking occurs in the facility, there is a strong possibility that a smoke detector will set off the alarm. This will result in the building having to be evacuated, the Fire Brigade automatically being called and the alarm system having to be reset. In the event of such a false alarm, the hirer will be required to pay the full costs of the Fire Brigade call out and the resetting of the alarm system.

Damage and Liability

Insurance: Unless the Hirer accepts the Council's offer of public liability insurance cover, the Hirer must arrange for their own public liability or personal insurance cover of up to at least \$1,000,000 which must be valid during the hire period, covering indemnity against loss, damage costs (including without limitation, legal costs) and expenses for which the hirer may become liable for under this agreement. Proof of insurance must be provided to the Council on the signing of this Agreement by both parties.

The hirer indemnifies the Council against all claims for damage or loss of private property arising out of the hiring and occupation of the facility and surroundings.

The Council does not accept any liability whatsoever for loss or damage sustained to any property or equipment whether owned by the hirer or not which may be permitted by the Council to be housed or stored in the facilities. Furniture and fittings within the venues are owned by SDC..

Lost Property

SDC accepts no responsibility for loss or damage to any property of the hirer, guest or invitee's which may be brought to the venue, whether within or outside the premises, and does not provide any insurance cover for such property, including property left secured in any storage facility which may be provided.

Health & Safety

Council must ensure, as reasonably practicable, the provision and maintenance of an environment that is without risk to health and safety. Every hirer shall ensure their part is imposed under the Health and Safety Work Act 2015 and that they are duly accountable.

Overnight Use

The hirer shall obtain permission from Council to allow persons to remain on the premises overnight, where the security of valuables contained within the building as part of a booking is required, when up to five persons shall be allowed to be present provided Council is notified and has provided written permission prior to the event.

Cleaning

- Hirers are responsible to leave the venue in a clean and tidy condition
- Basic floor cleaning equipment is provided
- Hirers must supply dishwashing materials and tea towels for hand washing dishes
- Chairs and tables must be cleaned and returned to their original location
- The cleaning of the venue is to be completed within the booked period
- All rubbish, includes removal from car park and adjacent grounds, is to be placed in the rubbish bins provided.

Council cleaners attend to the facilities daily to clean, polish, disinfect, sanitise and replenish consumables at each venue.

Security

The hirer is responsible for securing the venue upon leaving the facility.. Please ensure:

- All lights, heaters, stoves and electrical appliances are turned off
- Windows and doors are closed and locked

Car parking

Car parking is available on road verges outside the venues. The War Memorial Centre has a car park that can hold 100 cars. The War Memorial Centre carpark can also be booked out, this must be arranged at the time of the venue booking.

Breach of conditions

Any breach of the terms and conditions may result in:

- Additional Charges
- Closure of the function
- Refusal to accept future bookings
- Extra charges being incurred

**If you have any problems during your hire period phone: 06 765 6099
(24 hours a day 7 days a week).**



Evacuation procedures

1. In case of fire

- Operate the nearest fire alarm box.
- Dial 111
- Address of building:
War Memorial Centre – 53-55 Miranda Street, Stratford

2. When you hear the fire alarm or smell smoke

- Leave the building promptly.
- Do not run.
- Do not linger in passageways or rooms.
- Do not return until the all clear is given.

3. Exit

- Your fire exit is clearly marked.
- Your alternative fire exit is clearly marked.

4. Assembly area

- Assembly area for the War Memorial Centre is located in the car park in front of the venue.

5. Wardens

- A Building Warden is required to be nominated for your group. This person is to be aware of their responsibilities.

6. Responsibilities

The Building Warden responsibilities are:

- Make sure the area hired is clear of all people.
- Dial 111.
- Ensure everyone is located at the Assembly area.
- To be able to account for all people attending your function.
- Advise Fire Service, on their arrival, of the evacuation status.
- Make sure that people do not enter the building until the all clear is given by the Fire Service.



General Information

Earthquake Prone Building

The War Memorial Centre has been determined as earthquake prone. The earthquake rating is 15% NBS (IL3). Seismic work to ensure the building is no longer earthquake prone is required to be done by 19 November 2048.

Capacity

The occupancy of the War Memorial Centre is limited to a maximum of 971 persons.. The stadium 719 people, the function facility 170 people and the TSB Chamber 76 people.

Lighting

The main lighting controls for the stadium and entranceways are in the front office on the left of the main entrance.

Heating

Heat controls for the stadium and function facility are located in the front office on the left of the main entrance.. When you enter the office the heating controls are on the wall facing you (please refer to instructions on wall)

The TSB Chambers heating control is located within the TSB Chambers itself. Open the heater panel and turn the thermostat dial which is on zero to the desired temperature (three or four is a comfortable heat). When you want to turn the heat down just turn the dial backwards to zero. When you leave please make sure the thermostat is on zero.

There is no charge for any heating.

Chairs

Stadium - 380 plastic chairs and seating in the gallery for 270.

Function Facility - 120 padded chairs.

TSB Chambers - 45 padded chairs.

Tables

Stadium – 44 x 1800mm tawa or grey folding tables, 6 x old wooden tables stored under stage.

Function Facility –, 6 x 1500mm plastic round tables & 3 x 1800mm plastic round tables. TSB Chambers - 18 x 1800mm plastic folding tables.

The supply of extra tables and chairs is the responsibility of the hirer.

Presentation Equipment and Piano

A piano, ceiling mounted data projector and a collapsible screen are available for hire at a nominal charge. These are to be requested at the time of booking.

IT Equipment

While there is minimal IT equipment provided at the venue, it is the responsibility of the hirer to set up all IT equipment. SDC are happy to arrange a walkthrough of the equipment 24 hours prior to the event. This must be confirmed at the time of the booking

- The hirer is to provide all additional cords/equipment required for the event.
- Items Provided – Projector, Projector Screen,
- Wi-Fi – A code will be provided for you on collection of key.

Sound System

Hirer to make own arrangements.

Venue Hire Agreement



TE KAUNIHERA Ā ROHE O
WHAKAAHURANGI
STRATFORD
DISTRICT COUNCIL

Crockery, cutlery etc

Function Facility – 50 cups plus teapot available. Hirer to make own arrangements for all other crockery, cutlery, cooking utensils, tea towels, detergent, etc.

TSB Chambers - 50 cups/mugs plus a teapot, tea towels etc. available to the hirer.

Decorations

There is a hook in the centre of the ceiling of the stadium from which flower arrangements can be suspended. Maximum weight to be supported is 10 kg. The winch handle to raise/lower this hook to/from the ceiling is stored at the Service Centre. Please ensure prior arrangements are made for this equipment.

PLEASE DO NOT TOUCH THE BLUE FAN CONTROL BOXES



WAR MEMORIAL CENTRE

