

Venue Hire Agreement



TE KAUNIHERA Ā ROHE O
WHAKAAHURANGI
STRATFORD
DISTRICT COUNCIL

Centennial Rest Rooms Venue Hire Agreement

1A Fenton Street, Stratford

Reviewed 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	Day Rate 8.00am-12.00am	\$736.00	
	Per hour	\$46	
Meeting Room without kitchen		\$18.00	
Meeting Room with kitchen		\$22.00	
Institute Room without kitchen		\$24.00	
Institute Room with kitchen		\$28.00	
		Total Venue Hire (including GST)	
		10% Deposit Non Refundable <i>(if cancelled within 60 days of the event)</i>	
		Total	

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

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 at any time requiring the use of the hired premises for civic or other purposes, the Council shall be entitled by giving at least two weeks' notice in writing to terminate the hire.

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 shall have no claim against the Council for any loss suffered by the hirer arising out of such cancellation of the hiring by the Council, provided always that the Council gives reasonable notice in every such case.

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 shall 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. 24hr prior to the event, SDC are happy to arrange a walkthrough of the equipment. This must be booked in 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 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 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 shall 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 shall be sold or supplied without a Special Licence from the Liquor Licensing Committee at SDC. 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 also note, that the Stratford District Council 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 Centennial Rest Rooms, 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 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 Centennial Rest Rooms.

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).**

Signature on behalf of Council



Evacuation procedures

1. In case of fire
 - Operate the nearest fire alarm box.
 - Dial 111
 - Address of building:
Centennial Rest Rooms – 1A Fenton 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 Centennial Rest Rooms is located in the green space area to the right of the building.
5. Wardens
 - A Building Warden is required to nominate for your group. This person is to be aware of his/her 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

Capacity

The occupancy of the Centennial Rest Rooms is limited to a maximum of 120 person..

Lighting

There is no main power switch to turn on – all rooms have light switches

Heating

Follow the instructions on the Heat Pumps

There is no charge for any heating.

Chairs

Approximately 45 black chairs and 12 red velvet chairs belong to the Stratford Women's Club, so if you are using them please be respectful

Tables

Approximately 10 oblong foldable tables. Some are located under the stage in the Institute Room. Please ensure that all tables are folded up and put away after use.

The acquisition of extra tables and chairs is to be the hirer's own responsibility with the Council not being involved in any way.

Security

The hirer must ensure that all doors are left locked. This not only includes all outside doors but also bolting the internal partition doors separating the lounge from the public convenience section of the premises.

The hirer will be responsible for any damage incurred to the facility as a result of unsecured doors.

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. 24hr prior to the event, SDC are happy to arrange a walkthrough of the equipment, This must be booked in at the time of the booking

- The hirer is to provide all additional cords/equipment that is require 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.

Crockery, cutlery etc

A very limited supply of kitchen crockery is available, but the hirer must pay for any breakages. Tea Towels and utensils must be supplied by the hirer.

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