



Agreement for Use

Name of Hirer _____

Organisation _____

Gallery _____

Entire Venue _____

Event: _____

Event Date: _____ Full Day:

- Mornings are considered to be between the hours of 8am – 12pm
- Afternoons, between the hours of 1pm – 5pm
- Evenings, between the hours of 6pm – 10pm

Contact Person: _____

Contact Phone: _____ (Mobile: _____)

Email: _____

From 1 October 2010, the hire of one room and use of tea/coffee making facilities will be as follows (all prices include GST):

Once only hire for a corporate function OR for a commercial activity (e.g. participant fees more than \$30 per day):
\$59 for a half day, or evening use / **\$118 for a full day**.

One-off hire by a not for profit community group (e.g. a Hui, Planning Workshop, Meeting or Event with no entry fee) or for a fee paid workshop or event with participant fees of up to \$29 a day: **\$29 for a half day**, or evening use / **\$58 for a full day**.

Discount rate for an arts group who uses the centre on an on-going basis. i.e. One day a month for 3 or more months OR three or more days in a row:
\$20 for a half day or evening use **\$40 for a full day**
Reduced to **\$18/\$36** if at least one person is a member of the Old School Arts Centre

Full kitchen use **\$15 per half day/evening**

VIDEO/PROJECTION Equipment required \$25 extra

- Room rates include use of tea making facilities in entrance area but not use of main kitchen
- Discount on other rates for members of the Old School Arts Centre 10%
- Special wedding rates for hiring whole building including kitchen for a day and evening can be negotiated
- The above costs are for single rooms. All prices are GST inclusive. Rates for multiple rooms, use of the whole building, the gallery for exhibitions, the site or use of the pottery are by application to and negotiation with the Raglan Community Arts Council Committee.

Raglan Community Arts Council

Welcome to our lovely old building! We hope you enjoy your time here.

Please help us to take care of this valuable community resource!

Terms and conditions of hire:

* The hirer agrees to act in the best interests of the Raglan Community Arts Council and the Old School Arts Centre and any other users at all times during the period of the hire. Thank-you

* A non-refundable deposit of 25% is required immediately upon booking. The balance is due on the Date of the event.

* A cancellation made within 21 days of the event will forfeit the 25% deposit.

* A bond of up to \$50 may be required. This will be refunded in full unless damage occurs or additional cleaning is required. In the event that the centre supervisor deems that damage has occurred the bond will be forfeited and any additional repair costs charged to the hirer.

* The venue is to be left ready for use which includes vacuuming, mopping where necessary, wiping clean all surfaces used, cleaning the bathrooms, removing all garbage and recycling both inside and out. **You may nominate to have the venue cleaned for you at an additional charge if required.** If you have chosen the self clean option and it is deemed by the centre supervisor that the venue needs further cleaning following your event, the cleaning fee will be deducted from your bond.

* A special license is required if alcoholic beverages are to be served at any function. If you require a special license it may be obtained from the Waikato District Council Licensing authority. This license must be displayed in the venue at the time of the event and must be sighted by the venue supervisor prior to the date of the function.

NB. It is the responsibility of the hirer to obtain a special license and comply with the requirements of the license.

* The kitchen facilities are available for self –catering use. The hirer is responsible for the supply of all catering requirements and the removal of all foodstuffs and catering equipment after the function. This includes ensuring there are no food scraps left in the building and that the stove (including the oven) and the refrigerator are clean. All dishes should be washed (the dishwasher must be empty or in cycle when you leave the building).

* If you are using the venue over several days you may apply to the Raglan Community Arts Council to store any materials you require. The storage of materials must be approved in advance.

* **The Old School Arts Centre has a video projector equipped for data shows and movies as well as a band sound system. This equipment is available for hire at the Centre. The hire charge for video and audio equipment is additional to the room rental charges.**

- **Penalty of \$50.00 payable if the Arts Council is called out for open windows or lights left on.**

NB: The Raglan Community Arts Council who operate the Old School Arts Centre, Stewart St, Raglan, take all care with hirers and exhibitors property however we are in no way responsible for it. Your equipment or artworks are not covered by insurance for loss or damage while they are in the building. We strongly recommend that you insure any property or equipment with your own insurance company or broker. Thank you.

Deposit Received: _____

Final Payment Due: _____

Payment Received: _____

Signature:** _____ **Date:** _____

** In signing this document, the hirer has agreed to the requirements set out in the Conditions of Use Agreement

Old School Arts Centre • P.O. Box 91 • Raglan • NZ • Phone: (07) 825-0023

Email: info@raglanartscentre.co.nz Web: www.raglanartscentre.co.nz

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