

**Agreement for Use:**

**HIRE OF OLD SCHOOL ARTS CENTRE FOR PRIVATE / CORPORATE FUCTION, WEDDING OR EVENT**

**Name of Hirer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Areas Required:**

**FOYER / THEATRE / GALLERY / ST LAZARUS KITCHEN & ARTS STUDIO / BACK GARDEN / WHOLE BUILDING**

**Event:**  \_\_\_\_\_\_\_\_\_\_\_

**Event Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Full Day: Half Day: Evening:

**Times (including set-up & pack-down):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **half day - Mornings** are considered to be between the hours of 7am – 1pm (6 hrs.)
* **half day - Afternoons** are considered to be between the hours of 12pm – 6pm (6 hrs.)
* **half day - Evenings** are considered to be between the hours of 5pm – 11pm (6 hrs.)
* **Full days** are considered to be any 12 hour period (eg: 7am – 7pm)

**Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone:**  **Mobile**: **Email**:

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Referee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact phone number for Referee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**From 1 April 2015, the hire of one room and use of tea/coffee making facilities will be as follows** (all prices include GST) or as per the **Special Conditions** on attached page:

**Theatre or Gallery Rooms:** **$60 for a half day (6 hrs)** or **evening** use / **$120 for a full day (12 hrs)/ $180 for 24 hrs / $230 per 36 hrs / $270 per 48 hrs**

**St.** **Lazarus Kitchen & Arts Studio: $60 for a half day (6 hrs)** or **evening** use / **$120 for a full day (12 hrs)/ $180 for 24 hrs / $230 per 36 hrs / $270 per 48 hrs**

**Back Garden** (includes x8 outdoor tables, x 8 wooden chairs, x 35 green chairs and x 2 patio umbrellas)**:** **$30 for a half day (6 hrs)** or **evening** use / **$60 for a full day (12 hrs)/ $100 for 24 hrs / $125 per 36 hrs / $150 per 48 hrs**

**WHOLE Building & Grounds** (includes Host)**: $200 for a half day (6 hrs)** or **evening** use / **$380 for a full day (12 hrs)/ $550 for 24 hrs / $650 per 36 hrs / $750 per 48 hrs**

 **Hire of Video Equipment/ Projection Equipment:** **$25 each per day**

 **Hire of PA Sound System:** **see separate agreement for rates and conditions**

**Old School Arts Centre Host** (during set-up and pack-down)**:** **$100 per Event** (see conditions below)

* Room rates above include use of tea making facilities in **Foyer** area but **not** use of the main kitchen in the St. Lazarus building. This is an additional cost, as above.
* The requirement for an **Old School Arts Centre Host** to be present is at the discretion of the Raglan Community Arts Council Committee and is usually required for larger events, or those using the whole building.
* Hire of the **St. Lazarus Kitchen for Events** will include hire of the **Arts Studio**, even if it is not specifically required.
* **Discounted rates** for multiple rooms or the use of the whole building are by application to, and negotiation with, the Raglan Community Arts Council Committee.
* Payment of the **$100 bond** and a **non-refundable deposit of 25% is required immediately upon booking**. The balance is due on the date of the event**.**
* **Confirmation of Booking** is also subject to **an acceptable reference**. If unacceptable, the OSAC may cancel the booking and if so will refund the deposit and bond if within 21 days of the event date.



**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.

\* **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 **$100** will 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.

\* Venue hire includes the use of the Old School Arts Centre glasses (x 57 wine glasses). Glasses are to be returned clean (washed and dried) and packed back in their boxes. All breakages must be paid for at $5 per glass.

\* Please note: The Raglan Old School Arts Centre will retain on hold all unclaimed/unidentified money for 90 days; thereafter any unclaimed/unidentified money will be banked as a donation to the Raglan Old School Arts Centre.

\* **The venue is to be left ready for use** which includes putting back all furniture and equipment in each room (as per the Hire Inventory), 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 of $100 if required** (NB: this does NOT cover the putting back of furniture/equipment). 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 **sold** 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.

**\* Penalty of $50.00 payable if the Arts Council is called out of hours for open windows, lights left on, or inappropriate alarm call-outs.**

**NB: The Raglan Community Arts Council who operate the Old School Arts Centre, Stewart St, Raglan, take all care with hirers’ property: however we are in no way responsible for it. Your equipment or artworks are not covered by the RCAC 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.**

**Payment options**:

* direct credit to: 03 1563 0028263 00 (please include your name, reference or invoice no.)
* cash or Eftpos payable at the Old School Arts Centre during opening hours
* or by cheque to the 'Old School Arts Centre’

**Agreement for Use: Special Agreement**

**FOYER / THEATRE / GALLERY / ST LAZARUS KITCHEN & WET ARTS STUDIO / BACK GARDEN / WHOLE BUILDING**

**Agreed Special Discounted Rate:** $ per day / per Event

**Confirmed Dates & Times\*and/or Special Conditions:**

\* all dates are inclusive and times must allow for set-up and pack-down of the Event.

**Deposit Received: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bond Paid: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Final Payment Due: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Payment Received**: **: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_**

**Bond Refunded: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature\*\*:**  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

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