



**Agreement for Use  
ST LAZARUS KITCHEN**

Name of Hirer \_\_\_\_\_

Organisation \_\_\_\_\_

Room Required: ST LAZARUS KITCHEN

Event: \_\_\_\_\_ Date(s): \_\_\_\_\_

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

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

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

**Full Kitchen use in St Lazarus Building.** Please tick (✓) booking period / usage below:

Usage	1 – 5 hrs	5 – 8 hrs	8 – 12 hrs
Casual Rate	\$70	\$95	\$130
Regular: Light	\$35	\$50	\$70
Regular: Standard	\$45	\$65	\$95
Regular: Heavy	\$60	\$85	\$115

**Waikato District Council MPI review of food control plans & site visits: \$20**

(And \$20 per additional hour for Regular Users.)

Intensive Hire Rates	1 – 3 hrs	Additional hrs per hour	Full day (12 hrs)
Casual	\$100	\$25	\$250
Regular	\$75	\$20	\$200

**Usage description:**

**Light:** up to 2 dishwasher cycles and cooker (hob or oven) NOT used.

**Standard:** up to 6 dishwasher cycles and use of EITHER hob OR oven for up to 2 hours within the 5 hour period.

**Heavy:** multiple dishwasher cycles and use of EITHER hob OR oven OR both for more than 2 hours within the 5 hour period.

**Intensive:** an established business in full production.

**Regular User:** x1 of more regular bookings per month on an ongoing basis. All other users will be charged at the Casual Rate.

Old School Arts Centre | 5 Stewart Street | Raglan 3225 | NZ

(07) 825-0023 | info@raglanartscentre.co.nz | www.raglanartscentre.co.nz

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**Hire for additional Appliance Power and/or Floor space rate for regular hires only**

To be arranged by prior approval with RCAC. Please fill in and tick (✓) below:

Appliance	Model/Make	Rate per Kwh*	Floor space/m <sup>2</sup> Required**	Total
Fridge				
Freezer				
Other commercial appliance				
Pantry/Rack	n/a	n/a		

\*RCAC Committee to determine monthly rate based on information provided.

\*\* Floor space rates - \$20 up to 0.8m<sup>2</sup> or \$40 up to 1.6m<sup>2</sup> per month

**Hire for Kitchen AND Wet Arts Studio together** (NB: required for catered events).

Please tick (✓) booking period / usage below:

Kitchen & Arts Studio	1 – 5 hrs	5 – 8 hrs	8 – 12 hrs	24 hrs	48 hrs
Regular	\$80	\$105	\$130	\$180	\$270
Casual	\$90	\$120	\$150	\$192	\$288

**Policy for Booking Cancellations or Changes:**

1. Cancellation has to be 7 days in advance to avoid hire charges being applied.
2. Changes to bookings incur a \$10 admin fee.
3. Above charges all based on self-cleaning, as per our standard Terms and Conditions below. If cleaning is required a charge of \$50 applies.
4. Additional fridge/ freezer accommodation and power usage will be determined on an individual basis.
5. Alarm callout: if an alarm callout is caused a \$50 charge will apply (as per our standard Terms and Conditions below).

- **Please note** that the kitchen facility and its equipment is a community facility run by the Raglan Community Arts Council as an incubator for local enterprises and to extend the options for room hires here at the Old School Arts Centre. While we endeavour to ensure that everything is in good working order, we are unlikely to be able to arrange for immediate repairs for any broken, damaged or faulty equipment (eg: oven, fridges, and dishwasher).
- **All technical faults** need to be reported to the office as soon as possible, so we can arrange for trade people to be booked. However, if equipment cannot be repaired immediately it would be wise for all kitchen users to have an emergency back-up plan to allow them to complete their catering plans. The Raglan Community Arts Council will not be liable for any loss of stock or produce due to equipment failure.
- **Please remember** we are a volunteer, not-for-profit organisation, with the office open weekdays Monday – Friday 10am – 2pm.

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## Raglan Community Arts Council

**Welcome to the Old School Arts Centre! 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.
- Payment is required at time of booking or prior to use.
- **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 \$50 if required (NB: this does NOT cover the putting back of furniture/equipment or cleaning dishes, glasses etc).** 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, you will be charged a **\$50** fee for additional cleaning.
- 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.
- 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 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).
- 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.
- 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 is payable if the Arts Council is called out, out of hours, for open windows, lights left on, or inappropriate alarm call-outs.

*The Raglan Community Arts Council who operate the Old School Arts Centre, Stewart St, Raglan, take all care with hirers and exhibitor's 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.*

### Payment options:

- direct credit to Kiwibank: 38 9018 0232468 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'

Payment Received \$ \_\_\_\_\_ Date \_\_\_\_\_

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

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

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**The Lazarus Kitchen is used for commercial food preparation by people and businesses working under specific Food Control Plans.**

**As a minimum, food handlers using the St Lazarus kitchen must observe the following basic personal hygiene and food safety rules**

- Wash hands before starting work and after every break, using the toilet, when hands are dirty or contaminated with raw foods such as meat or poultry
- Food handlers to wear clean, light coloured protective clothing
- Cover all cuts and burns on hands, arms and face with coloured waterproof dressings
- Do not lick fingers when handling food, and keep fingernails short and clean; no false nails, nail varnish or other nail decoration
- Food handlers must not sneeze or cough over food
- Smoking is not permitted in the food preparation area
- Minimum jewellery – a plain wedding band is acceptable
- Tie hair back, preferably cover it
- No Bicycles, skateboards, or surfboards anywhere in the kitchen area
- Food is not to be eaten in the food preparation area behind the counter
- Food is to be rinsed off all items before being placed into the dishwasher
- Bring own chopping boards
- Bring own sanitised tea towels and dish cloths