



**EVENT BOOKING FORM: MUSIC/CONCERT VENUE – Seating capacity of up to 40**

Name of Hirer and Contact Person \_\_\_\_\_

Please circle: Gallery / Theatre Room / Foyer

Event Date: \_\_\_\_\_ Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Hire of one room and use of tea/coffee making facilities will be as follows (prices incl GST):

- Option 1:** Room rental (Thursday-Sunday only) up to 8 hours Theatre or Gallery if no exhibition \$95 OR
- Option 2:** Share 50/50 door sales with RCAC/Artist. Door fee set at \$20 per person. Offer only available Saturday nights when artist is available.

**Marketing and promoting of your event:**  
The Old School Arts Centre (OSAC) can assist with promoting of your event on the condition that you supply PR to OSAC 3-week minimum prior to date event to enable timely marketing to occur. We require your PR in J-Peg, PDF or Word formats. We recommend you include the following information: ‘Old School Art Centre..... Doors Open....Show .....Tickets \$.....’ With supplied PR, OSAC will: List on OSAC website & calendar, promote via social media FB, include on monthly OSAC newsletter/E News. We also pay for an advert in our local newspaper ‘The Raglan Chronicle’ the week prior to the date of music event. Radio interview available with Raglan Community Radio email: [manager@raglanradio.com](mailto:manager@raglanradio.com)

**Posters – to supply:** If you do not have a graphic designer to create your poster we can suggest a local designer NB there are websites and software tools where you can also design yourself for free. Your poster needs to arrive within a 3-week minimum prior to date event to enable timely marketing to occur by post to 5 Stewart ST Raglan. Hire cost of \$95 includes distribution of your supplied posters to key business areas Zone 1 CBD, Zone 2 and over 30 key accommodation providers. Poster size required is **20xA4, 20xA5, 20xA6 (60 total)**. Supply of numbers for distribution is entirely at discretion of hirer. NB due to limited window space there is no requirement for A3 size posters.

**Posters printed at OSAC:** Electronic posters can be printed at a cost of \$25 B&W/minimum colour OR \$35 for large colour depth. (Require in J-Peg & PDF format). To be paid prior.

Hirer is responsible to collect door sales. Door sales go to musicians. We have an Eftpos machine that is available for door sales if you wish to use this facility, there is an additional bank fee. To cover these costs we suggest on your ticket price to include an extra \$1.50 eg “Door sales: \$15 cash/\$16.50 Eftpos”

VIDEO/PROJECTION Equipment \$25 + \$50 additional cost if technical support required.

- **Payment options:**
- direct credit to Kiwibank: 38 9018 0232 468 00 (please include your name & date of event)
- cash or Eftpos payable at the Old School Arts Centre during opening hours Mon-Fri 10am-2pm
- or by cheque to the 'Old School Arts Centre' post 5 Stewart St, Raglan

Options please tick: Room hire \$95  OR RCAC/Artist share  Bank account to be provided

Poster print OSAC \$25 OR \$35

Video/projections: \$25  with tech support \$75

PA sound system also available refer separate agreement pages 3 and 4

TOTAL COST: \_\_\_\_\_

## *Raglan Community Arts Council*

**Welcome to our lovely heritage 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.
- Full payment is required with completing this booking form.
- In the event the hirer cancels, 50% will be refunded, with two or more weeks' notice.
- A bond of up to \$100 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.
- Arrangement to set up on the day will be organised a week before your event
- 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%
- 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.
- Penalty of \$50.00 payable if the Arts Council is called out for open windows or lights left on.

### **Foyer Bar & Cafe at events**

Pursuant to the Sale and Supply of Alcohol Act 2012, RCAC holds an ON-LICENSE and is authorised to sell and supply alcohol on Thursday, Friday, Saturday and Sunday evenings 3.30pm – 10.30pm. RCAC is usually able to open its Foyer Bar & Cafe for music events. This is run by RCAC by volunteers and/ or staff. The costs of running the bar are covered by RCAC with all items sold provided by and all income retained by RCAC. **If you do not wish RCAC to open OSAC Foyer Bar/Café for your event, please confirm to music co-ordinator four weeks prior.**

**A special license** is required if the hirer wants to operate their own bar and sell alcoholic beverages at any function. Note that providing complimentary drinks away at a function with an entry charge, donation collection or where anything is being charged for, is regarded under the liquor laws as selling liquor. If you only want to serve tea/coffee then a special license is not required. Below points below as further information of what is required:

- 30 working days' notice in writing must be given to the RCAC committee for approval of the selling of alcohol to take place by a room hirer.
- A special license is 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.
- Contact the WDC for an application form or speak to the Food and Alcohol office representative on 0800 492 452 or email [info@waide.govt.nz](mailto:info@waide.govt.nz)
- A special license application takes a minimum of 20 working days to process direct with the Waikato District Council.

**FULL 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 • 5 Stewart Street • Raglan 3225 • NZ • Phone: (07) 825-0023*

*Email: [info@raglanartscentre.co.nz](mailto:info@raglanartscentre.co.nz) Web: [www.raglanartscentre.co.nz](http://www.raglanartscentre.co.nz)*

[https://ragarts.sharepoint.com/shared documents/administration/agreement contracts/building/current agreements/osac venue music rental form 2020 v2.doc](https://ragarts.sharepoint.com/shared%20documents/administration/agreement%20contracts/building/current%20agreements/osac%20venue%20music%20rental%20form%202020%20v2.doc)

*Raglan Community Arts Council*

**OLD SCHOOL ARTS CENTRE SOUND SYSTEM RENTAL AGREEMENT**

This agreement is made on \_\_\_\_\_ by and between Raglan Community Arts Council and

\_\_\_\_\_, (hereinafter referred to as the "**Renter**") for the purpose of renting sound amplification equipment between the undersigned parties. (Renter must be a person not an organisation)

1. Raglan Community Arts Council hereby agrees to provide all the sound equipment specified in **Exhibit "A"**. Raglan Community Arts Council warrants that the equipment listed in Exhibit "A" is in good working order.

2. Renter shall pay to Raglan Community Arts Council the amount of \$\_\_\_\_\_ upon the execution of this agreement as a rental fee for the period of \_\_\_\_\_ days and \_\_\_\_\_ hours beginning on \_\_\_\_\_ and ending on \_\_\_\_\_

3. Renter shall be responsible for any theft or damage to Raglan Community Arts Council's equipment except for normal usage. This responsibility begins when the Renter takes possession of the sound equipment and ends when it is returned and checked in by a representative of Raglan Community Arts Council at the Raglan Old School Arts Centre, Stewart St, Raglan. A refundable security/damage deposit of \$\_\_\_\_\_ will be held for the equipment, and any damages will be deducted from this deposit. If damages exceed the value of the deposit, or the equipment is lost or stolen, Renter agrees to make suitable arrangements to reimburse Raglan Community Arts Council for the market value of the damaged or lost equipment within 7 (seven) business days.

4. Renter shall provide adequate security to protect the Raglan Community Arts Council's equipment during the term of this Agreement.

**5. NO PART OF THIS DOCUMENT MAY BE CROSSED-OUT OR OTHERWISE ELIMINATED OR MODIFIED EXCEPT THAT IN THE EQUIPMENT LIST, THE ITEMS TAKEN WILL BE TICKED AND INTIALLED.** Should any portion of this Agreement prove to be invalid, illegal or unenforceable, it shall not affect the balance of this Agreement. This Agreement is guided by and governed by the laws of New Zealand and shall be the place of execution and jurisdiction.

6. Should any litigation arise between the parties hereto regarding the performance of this Agreement, the prevailing party shall be compensated for whatever damages are awarded, plus reasonable legal fees by the other party.

7. This Agreement is the complete understanding between the parties and supersedes and replaces all previous agreements or representations both written and oral.

**FEE HIRE:**

Community Event: \$10 per hour

Commercial Event: \$20 per hour

**Attachments** - attached hereto and made a part of this agreement:

*Raglan Community Arts Council*

**EXHIBIT A:  
RAGLAN COMMUNITY ARTS COUNCIL SOUND EQUIPMENT LIST**

**THE UNDERSIGNED PARTIES** have read and understand the terms and conditions of this Agreement.

**RENTER** **RAGLAN COMMUNITY ARTS COUNCIL**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Raglan

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email

**EXHIBIT A: RAGLAN COMMUNITY ARTS COUNCIL SOUND EQUIPMENT LIST**

- FENDER PA SYSTEM WITH SPEAKERS**
- SOUND SYSTEM CORDS**
- SOUND SYSTEM DI BOXES**
- CD PLAYER – WALKMAN**
- MP3 PLAYER**
- SOUND SYSTEM MIC CABLES**
- SOUND SYSTEM MIC KIT 2 FOR Bose System**