



Agreement for Use:

Old School Arts Centre

HIRE OF THEATRE, GALLERY, ST LAZARUS ART STUDIO, ST LAZARUS KITCHEN, BACK GARDEN, FRONT FOYER, CREATIVE SPACE, CLAY SHED

Name of Hirer/Contact: _____ Organisation: _____

Phone: _____ Mobile: _____ Email: _____

Address: _____

Room(s) Required Please circle:

THEATRE, GALLERY, ST LAZARUS ART STUDIO, ST LAZARUS KITCHEN, BACK GARDEN, FRONT FOYER, CREATIVE SPACE, CLAY SHED NB: as the hiree of a room, please note unless you book multiple rooms, your room hire is exclusive only to the room of which you have hired. Other events may also be taking place in other rooms.

OFFICE STAFF: Check calendar for compatibility of event and timing of other events if applicable

Event: _____ Event Date: _____

Times (including set-up & pack-down ensure 30 mins either side): _____

- half day - Mornings** are considered to be between the hours of 7am – 12pm (5 hrs)
- half day - Afternoons** between the hours of 12pm – 5pm (5 hrs)
- half day - Evenings** between the hours of 5pm – 10.30pm (5.5 hrs)
- part day:** between the hours of 7am – 3pm / 9am – 4pm (7.5 hrs)
- full day:** between the hours of 7am – 5pm (9.5 hrs)

No hire can take place between the hours of 10.30pm -7am unless by prior arrangement and approval by RCAC/Management.

Hire of one room and use of tea/coffee making facilities are as follows (NB all prices include GST excluding Standard Rate)

- Standard Rate:** All Corporate hire, and any function, workshop, class or *activity with participant fees of \$61 or more per day / \$31 or more per half day or evening.* (eg: Photography classes with participant fee of \$61 or more per day): Monday-Friday **\$150 for a half day or evening use / \$250 for a full day / \$200 for part day 8am-3pm** Saturday-Sunday **\$200 for a half day or evening use / \$300 for a full day / \$250 for part day 8am-3pm** **Includes video projector, screen, blackboard and whiteboard**
- Arts Workshop Rate:** One-off hire for arts, creative or cultural classes and workshops with participant fees of \$31 - \$60 per day / \$16 - \$30 per half day // (e.g. raranga, photography, painting, computer graphics, mosaics, video editing): **\$50 for a half day or evening use / \$90 for a full day / \$70 for part day 8am-3pm**
- Reduced Rate:** Community hire for hui, planning session, workshop, class meeting or any activity with free entry, entry by koha or participant fees of \$30 or less per day / \$15 or less per half day or evening: **\$30 for a half day or evening use / \$60 for a full day / \$50 for part day 8am-3pm**
- Special Members' Group Rate:** for Old School Arts Centre member groups. Eg: Book club, Raglan Art Group, Life Drawing, Karioi Quilters, Clay Shed (These are multiple-day hires arranged for the whole year.): **\$20 for a half day or evening use / \$40 for a full day / \$33 for part day 8am-3pm**
- Use of **St. Lazarus Kitchen** (non-commercial hire): **\$30 per half day or evening use / \$60 for a full day**
- Use of **Back Garden** (includes x 8 outdoor tables, x 8 wooden chairs, x 35 green chairs and x 2 patio umbrellas): **\$30 per half day or evening use / \$60 for a full day**
- On-site hire of **new Video/Projection Equipment** / off-site hire of **older Video/Projection equipment: \$25**
- IT Support** required for **Video/Projection/Sound Equipment: \$100 extra**
- Cleaning additional must be booked prior with 3 week notice **\$100**

Room Rate Guidelines and Discounts

- *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*
- *Rates for multiple rooms, use of the whole building, the gallery room for exhibitions or music events, the site or use of the clay shed are by application to, and negotiation with, the Raglan Community Arts Council Committee under a separate rental agreement and dependent upon RCAC resource consent requirements.*
- *A 10% discount on total amount due is available for all RCAC financial current members excluding any room hire using the **Special Members' Group Rate**. This rate is already fully discounted.*
- *ROSAC can also assist with the marketing of your community screening with supplied PR and marketing material providing it is available 3 weeks prior to your event taking place.*

Please select your chosen options from page one and page two:

- Room hire Total.....
- Video Projection equipment Total.....
- Sound equipment PA Total.....
- IT support Total.....
- Cleaning additional Total.....
- Movie hire option 1, 2 or 3 Total.....

TOTAL AMOUNT DUE:

Payment options:

- direct credit to Kiwi bank: 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

Payment Received \$ _____ **Balance owing:** _____

Signature _____ **Date** _____

In signing this document, the hirer has agreed to all requirements set out in this agreement

**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 (RCAC) and the Raglan Old School Arts Centre (ROSAC) and any other users at all times during the period of the hire
- Payment in full is required to confirm the booking. In the event of cancellation, any refund will be at the discretion of the management committee.
- All keys must be returned no later than 5 working days after the hire. Any keys not returned will incur a \$20 charge.
- **A charge of \$50 will be incurred for any damage to the projector screen in the Theatre Room,** including if it has been pulled down too far and cannot be rolled up
- A bond of \$100 may be required. This will be refunded in full unless damage occurs or additional cleaning is required. In the event that the center supervisor deems that damage has occurred, the bond will be forfeited and any additional repair costs charged to the hirer.
- 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 positioning 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.
- 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 PA sound system and 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 an RCAC member is called out, out of hours, for open windows, lights left on, or inappropriate alarm call-outs.
- ROSAC is working towards being zero waste. Please use our recycling facilities available in the front foyer.
- We ask that no glitter is used anywhere on site.
- No candles, matches nor fuel-powered lighters are to be used within the buildings.
- The premises are a nonsmoking zone. We do have an outside-designated smoking area. Please enquire further for details.
- Users in the Creative Space, the St Lazarus Kitchen and the St Lazarus Art Studio all share the one WC bathroom facility which is located in the St Lazarus Art Studio. If this is likely to be an issue for your room hire, please let us know in advance and we can discuss alternative arrangements.

The Raglan Community Arts Council (RCAC) who operate the Raglan 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 recommend that you insure any property or equipment with your own insurance company or broker. Thank you.

The following personal hygiene and basic rules are for ALL food handlers at the Old School Arts Centre.

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

- 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 covered.
- 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.
- No pets to be in the kitchen or linkway area whilst preparation of food is taking place.
- Report any sickness or injury in Health & Safety folder under basin.
- We cannot make assurances about allergens as this is a shared space. Ensure customers or consumers are aware of this.
- Any hygiene or Health and Safety concerns are to be reported to the office. Either note in the kitchen communication book + email or call into the office (open 10am – 2pm weekdays).