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## Raglan Old School Arts Centre | Te Whare Toi o Te Kura Tawhito

### General Room Hire

### Agreement for Use

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#### Introduction:

The Raglan Old School Arts Centre (ROSAC) is run by the Raglan Community Arts Council Inc (RCAC), a registered charity. Rooms and facilities are available for rent on a casual or regular basis. Off street parking is available.

#### Accessibility:

Accessible parking and a ramp are located behind the Old School building, down the lane on the right. There is a call button for assistance during office hours (Monday-Friday, 10am to 2pm). There is an accessible toilet in the Old School building, and an accessible staircase and accessible lift up to our Whare Tapere room.

#### Room Options:

- **Eva's Room | Whare o Tuaiwa Rickard**  
Eva's Room is ideal for smaller events. It has a large blackboard plus a whiteboard available. The room is equipped with a video projector and sound system for e-cinema and DVD/Blu-ray movies. The system is set up to allow connection with an HDMI plug for presentations.  
Capacities:
  - 42 m<sup>2</sup> (7.9 by 5.3 metres)
  - Theatre 35
  - Boardroom 12
  - U-shape 18
- **Whare Tapere | Theatre Workshop**  
Whare Tapere is ideal for theatre performances, rehearsals, performing arts workshops, dance and physical practice classes (yoga, Nia, Qi-gong etc). There is a 16 square metre stage raised 450mm above floor level at the front, and 1.85 metre retractable tiered seating at the back.  
Capacities:
  - 92 m<sup>2</sup> (11.5 by 8 metres)
  - Performance seating 50
  - Workshops and classes 30
- **Art Studio | Taiwhanga Mahi Toi**  
The Art Studio is located in the St Lazarus annex. It is equipped with basins and with easy to clean flooring to accommodate arts practices that require use of water – eg painting, dying. Easels are available.
- **Gallery | Taiwhanga Whakaatu Toi**  
The Gallery is available for exhibitions. Exhibition opportunities are available for established, emerging artists and community groups.  
Call in and talk to staff, pick up (or download) the gallery hire document.  
The Gallery is an attractive, light-filled space that may be available for general hire if there is no exhibition on.  
Capacities:
  - 42 m<sup>2</sup> (7.9 by 5.3 metres)

*Please come to see these spaces for yourself as requirements vary.*



Please note: There are different requirements and different hire agreements for the Clay Shed, Whare Tapere or Eva's Room for music or theatre performances, the Gallery for music or exhibitions, and the St Lazarus Kitchen for commercial hire.

### **Hire Periods:**

- half day – up to 5 hours morning, afternoon or evening
- part day – up to 7.5 hours
- full day – up to 14 hours
- Our resource consent allows us to hire rooms between 7:30am and 9:30pm for general room hires, or 10:30pm for movies and concerts only.
- No hire can take place between the hours of 10.30pm-7:30am unless by prior approval by RCAC.

### **Room Hire Rates:**

- **Standard Rate:** All Corporate hire, and any function, workshop, class or activity with participant fees of \$161 or more per day / \$81-\$160 per half day:  
Monday-Friday, half day \$200 / part day \$250 / full day \$300  
Saturday-Sunday, half day \$250 / part day \$300 / full day \$350  
Includes video projector, screen, blackboard, whiteboard and cleanup.
- **Reduced Rate:** Classes and workshops with participant fees of \$31 - \$160 per day / \$16 - \$30 per half day:  
half day \$70 / part day \$90 / full day \$110
- **Community Rate:** Community hire for hui, planning session, workshop, class or any activity with free entry, entry by koha or participant fees of \$30 or less per day / \$15 or less per half day:  
half day \$40 / part day \$55 / full day \$70
- **Special Members' Group Rate:** for Old School Arts Centre member groups. These are multiple-day hires arranged for the whole year:  
half day \$30 / part day \$40 / full day \$50
- **Use of St. Lazarus Kitchen (non-commercial hire):**  
half day \$40 / part day \$55 / full day \$70

### **Additional Services Charges:**

- On-site hire of Audio/Visual Equipment: \$25
- Tech Support for Audio Visual Equipment: \$30 per hour with two weeks prior notice. One hour Tech Support required for first time users.
- Cleaning: \$100 with two weeks prior notice.
- Bar manager: \$30 per hour with four weeks prior notice.
- Hosting staff: \$30 per hour per person with four weeks prior notice.

### **Room Rate Guidelines and Discounts:**

- All prices quoted include GST.
- 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.
- There are plenty of chairs and fold-out tables available at no extra charge.
- Hire of multiple rooms or use of the whole building require application to the RCAC.



- A 10% discount on total amount due is available for all RCAC financial members, excluding room hires using the Special Members' Group Rate as this is already fully discounted.

### **Foyer Bar & Café at Events:**

- Under the Sale and Supply of Alcohol Act 2012, RCAC is authorised to sell alcohol on the premises Thursday to Friday 3.30pm – 10.30pm and Saturday to Sunday 3pm – 10.30pm.
- Subject to management approval, and with a certified Bar Manager, the OSAC café/bar can be open.
- All items sold at the bar and café are the property of RCAC with all income to be retained by RCAC.
- For the bar to operate, a certified Bar Manager must be assigned to the event.
- If your event is on Thursday to Sunday in the evening, let us know four weeks in advance if you would like the foyer bar and café open for your event.
- If neither the room hirer or RCAC can find a Bar Manager volunteer to open the Bar & Cafe to manage the selling of alcohol at your event, an additional fee to recruit a certified Bar Manager will apply at \$30 per hour.
- Alternatively, a special license is required if the hirer wants to operate their own bar and sell their own alcoholic beverages at any function. Providing complimentary drinks at any 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.

### **For special licenses:**

- 30 working days' notice in writing must be given to RCAC committee for approval of the selling of alcohol with a special license by a room hirer.
- A special license must then be obtained from the Waikato District 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 Waikato District Council (WDC) for an application form or speak to the Food and Alcohol regulatory staff on 0800 492 452 or email [info@waidc.govt.nz](mailto:info@waidc.govt.nz)
- A special license application takes a minimum of 20 working days to process after it has been received by the WDC.

*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 RCAC and 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 administration team.
- For regular hirers, rooms may not be available on some long weekends if ROSAC is running an event.
- 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 centre staff deem that damage has occurred, the bond will be forfeited and any additional repair costs charged to the hirer.
- ROSAC will retain on hold all unclaimed/unidentified money for 90 days; thereafter it will be banked as a donation to ROSAC.
- The venue is to be left ready for use, which includes putting back all furniture and equipment (as per the Hire Inventory), vacuuming, mopping where necessary, wiping clean all surfaces used, tidying the bathrooms, removing all excess garbage and recycling, both inside and out. You may nominate to have the venue cleaned for you at an additional charge of \$100. This does not cover putting furniture and equipment away – you must still



do this. If you have chosen the self-clean option and it is deemed by centre staff that the venue needs further cleaning following your event, you will be required to pay the cleaning fee.

- The kitchen facilities are available for self-catering use. This must be booked in advance. There is an additional charge of \$40 and a specific kitchen orientation. The hirer is responsible for the supply of all catering requirements and the removal of all foodstuffs and catering equipment after the function. The stove, oven and refrigerator are to be left clean. All dishes should be washed and put away and the dishwasher must be left emptied and have had a cleaning cycle at the end.
- If you are using the venue over several days, you may apply to RCAC to store any equipment and materials you require. The storage of materials must be approved in advance
- ROSAC has a video projector equipped for presentations and movies for an additional charge of \$25. First-time users of this equipment must book a training session with our AV Technician at a one-off cost of \$30.
- Penalty of \$50 payable if an RCAC member is called out, out of hours, for open windows, lights left on, or inappropriate alarm call-outs.
- A charge of \$20 payable if heater/aircon left on overnight.
- 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 screens in Eva's Room and Whare Tapere, including if it has been pulled down too far and cannot be rolled up.
- ROSAC is working towards being zero waste. Please use our recycling facilities available in the front foyer and around the side of the St Lazarus Kitchen.
- No glitter is to be used anywhere on site.
- No naked flames, including incense, are to be used within the buildings.
- The premises are a nonsmoking/non-vaping zone. We do have an outside-designated smoking/vaping area. Please enquire further for details.
- Users in Whare Tapere, the St Lazarus Kitchen and the Art Studio all share the one WC bathroom facility which is located in the 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.

*RCAC, who operate ROSAC, Stewart St, Raglan, take all care with hirers' and exhibitors' property however 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.*

#### **Location & Contacts:**

- Raglan Old School Arts Centre, 5 Stewart St, Raglan
- Phone: 07 825 0023
- Email: [info@raglanartscentre.co.nz](mailto:info@raglanartscentre.co.nz)
- Website: [www.raglanartscentre.co.nz](http://www.raglanartscentre.co.nz)
- FB/Instagram: #raglanoldschool

Office hours Monday-Friday, 10am-2pm

**Hire Agreement Form:**

Contact Name	Organisation Name (if applicable)

Email	Mobile

Physical Address	Event Name

Event Date/s	Start and Finish Times

Room/s required (Page 1)
Eva's Room      Whare Tapere      Art Studio      Gallery      Kitchen

Hire Rate (Page 2)
Standard      Reduced      Community      Special Members'

Hire Period (Page 2)	Cleaning Required (Page 2 and t&cs)
Half day      Part Day      Full Day	Yes / No

AV Equipment Hire (P2 and t&cs)	AV Tech Support (P2 and t&cs)
Yes / No	Yes / No

Bar Manager Required (P2 and 3)	Number of Hosting Staff required (P2)
Yes / No	

**Room Hire:**      \$ \_\_\_\_\_**AV Equipment:**      \$ \_\_\_\_\_**Tech Support:**      \$ \_\_\_\_\_**Cleaning Fee:**      \$ \_\_\_\_\_**Bar Manager:**      \$ \_\_\_\_\_**Hosting Staff:**      \$ \_\_\_\_\_**TOTAL:**      \$ \_\_\_\_\_

Total amount will be invoiced and emailed to you. Venue hire is confirmed by payment. Please use invoice number as reference for online payments. Eftpos available 10am-2pm, Mon-Fri.

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

*By signing this form you are agreeing to the all the terms and conditions.*