



Venue Hire Agreement

Booking Details	
Hirer Name	
On behalf of	Company/Organisation if applicable
Postal Address	
Phone Number	
Email Address	
Purpose of Hire	
No. of Attendees	This is important please complete
Building Warden	

Venue of Hire	Facilities	Tick
War Memorial Centre 55 Miranda Street, Stratford	Function Facility	
	Function Facility with Kitchen	
	TSB Chambers Room	
	Stadium	
	Whole Complex	

Centennial Restrooms 1a Fenton Street, Stratford	Institute Room with kitchen	
	Institute Room without kitchen	
	Meeting Room with Kitchen	
	Meeting room without kitchen	
	Whole Complex	

Hire Period	
Event Date/s	
Event Start and Finish Times	
Event Setup and Pack up Times	

If frequent user, a written list of the dates and times of hire must be provided.

Hire Price	
Total Venue Hire (including GST)	\$
Bond (refundable)	\$

Agreement: The hirer agrees to hire the facilities and services of the venue as detailed above and have read and accept the terms and conditions of hire as attached.

.....Date.....
Signature of Hirer

Accepted By:
.....Date.....
Signature on behalf of Council

Terms and Conditions of Hire

The hirer's agreement must be signed by a person 18 years of age and over and returned to Stratford District Council (SDC) service centre at the SDC Administration Office.

- **By signing this Hire Agreement you:**
 1. Warrant and agree that the event is accurately and comprehensively described in the Venue Hire Agreement.
 2. You also warrant and agree that the venue will not be used for any activity that is of an objectionable nature, is in breach of reasonable standards of public decency or is likely to create a nuisance.
 3. You will comply with all instructions that pertain to the management of the venue.
- **Hours of use**

Hirers shall not enter venue until the time booked and all functions must end at the completion of the booked period. The booking period must include setting up, dismantling, and cleaning of the venue. Any extension to the times specified is chargeable, including early arrival for set up and pack up afterwards.
- **Terms of Payment**

Chargeable time is from 8.00am to 12 midnight daily. From midnight to 8.00am there is no charge. Non chargeable hours are only available to an existing booking. A continuous booking is for the same room only. A booking commencing one day and running into next day must pay all chargeable hours. Payment for one-off hire must be made at least seven days prior to use. If charges are not paid by the due date, SDC reserves the right to cancel the booking(s) and the venue hire agreement.
- **Payment Method**

Payments shall be by cash, bank transfer, eftpos, or credit cards (only available in the SDC office on Miranda Street). If the hirer is a frequent user, a monthly invoice shall be sent. Non-payment of invoices after three months will result in all future bookings being cancelled.
- **Bonds**

A refundable bond is required for bookings as set by the SDC fees and charges. Bond will be charged to all hirers if there will be food and/or alcohol consumed onsite as set by SDC fees and charges. Bond payments are deposited into an SDC bank account. All refunds shall be direct credited to a customer's account, a pre-printed bank deposit slip must be provided

Deductions from the bond will occur if

 - Venue, equipment or fittings are damaged
 - Extra cleaning is required
 - You enter into or remain within the venue outside the booked period
 - The venue key(s) are not returned within a timely manner.
 - Rubbish is left strewn inside and/or outside the venue
 - Any other breach of these conditions has occurred, resulting in call out charges or other costs to SDC.

Otherwise, the bond will be returned in full within 30 working days of the date of the function. If additional charges are incurred the refunding of the bond may be delayed. **Under no circumstances will the bond be refunded in cash.**
- **Cancellation**

In the event of the hirer cancelling a booking, **48 hours' notice** is required. If a minimum of 48 hours' notice is not given then the hire fee shall still be charged at the full booking rate.
- **Venue required by Council, Cancellation**

In the event of SDC at any time requiring the use of the hired premises for civic or other purposes, the Council shall be entitled by giving at least **two weeks'** notice in writing to terminate the hire.

This right may be exercised when any of the facilities are required for an event which the Council considers is a major community occasion and the hiring to be cancelled is of a minor nature.

The hirer shall have no claim against the Council for any loss suffered by the hirer arising out of such termination of the hiring by the Council provided always that the Council gives reasonable notice in every such case.

- **Pencil Bookings**

If the hire of any of the facilities is dependent on weather conditions on the day of an event or similar uncertainties then a "pencil booking" may be made. If, under these circumstances, the "pencil booking" is not needed there will be no charge.

However, if there is a "pencil booking" made and another party comes in at a later date to enquire about a booking on that day the "pencil booking" party will have to confirm at that time whether or not they want to make the "pencil booking" a regular booking. If it is made a regular booking, standard conditions shall apply. If the "pencil booking" is not confirmed as a regular booking the facility will be made available to other parties.

- **Setting up and dismantling**

In some circumstances assistance with setting up, dismantling and cleaning of the facility shall be supplied by SDC contractors. The additional cost of these services will be added to the hire charge.

- **IT Equipment**

While there is minimal IT equipment provided at the venue, it is the responsibility of the hirer to set up all IT equipment. SDC are happy to arrange a walkthrough of the equipment 24hr prior to the event, but this must be booked in at the time of the hall booking and must be between the hours of 8.30am to 4.00pm Monday to Friday, and not over the weekend or public holidays.

- It is also up to the hirer to provide all additional cords/equipment that you will require for your event.
 - Items Provided – Projector, Projector Screen,
 - Wi-Fi – A code will be provided for you on collection of key.

- **Access to venues - Keys**

SDC uses a key system. Hirers are to collect the key(s) from the SDC Administration Office during office hours a day or two before the event. The receipt of the signed agreement and hire fee payment will be confirmed. Key(s) which have been allocated to you will give you access to the venue and to the facilities as per your hire agreement. The key(s) are to be only used for the date(s) and time(s) that have been confirmed. The key(s) must be returned, to SDC Administration Office or through the slot in front doors, within 24 hours of the hirer's last booking or a charge of \$25 will be incurred and either invoiced or deducted from the bond. These keys are your responsibility. If these keys are lost / misplaced then you shall be charged a replacement fee of \$25.00. This fee is payable prior to the new keys being issued.

- **Prohibited**

~~X~~ No smoking or chewing gum.

~~X~~ No floor powder, glitter or confetti.

~~X~~ No driving of nails, tacks, screws or pins into walls, furnishings, floors and ceilings.

~~X~~ No use of BlueTack or any adhesive strips/cellotape to be used on walls

~~X~~ No decorations or scenery fixings shall disfigure any wall or ceiling surface.

~~X~~ No open fires, smoke machines, naked flames (this includes candles and kerosene lamps), BBQs or spits are to be used inside any venue. If a fire alarm is set off by the user of these items then a charge will be incurred.

If you wish to put posters etc. on any of the walls please use the whiteboards, pin boards provided.

- **Noise**

Noise deemed to be excessive in the opinion of the Council Noise Control Officer shall result in the in the early closure of your function or confiscation of equipment.

- **Sale of Food**

Food which is not prepared in the kitchen must be obtained from a registered food premise.

- **Liquor licence**

No alcohol shall be sold or supplied without a Special Licence from the Liquor Licensing Committee at SDC. Application forms are available on request and applications must be made at least 30 working days before the function date. This includes a 20 day statutory waiting period under the Sale and Supply of Alcohol Act 2012. The licence must be displayed on the premises throughout

the duration of the function. Failure to comply may result in a fine of \$20,000 and/or closure of your function. BYO is allowed with permission from the Council Licensing Officer. Where liquor is provided food and non-alcoholic drinks must also be provided.

Please also note, that the Stratford District Council will also be in touch with the police to advise of any event that has alcohol provided. This comes under the Host Responsibility section of the Sale and Supply of Alcohol Act 2012.

- **Right of refusal to hire**

SDC may, at its discretion, refuse any application for hire and may cancel any booking without assigning a reason. In each case all monies paid will be returned in full.

- **Supervision of children**

The venues are not designed for childcare purposes and there may be potential hazards present. Please ensure all children are supervised at all times, including in bathrooms and surrounding areas.

- **Fire safety**

Every hirer is required to be familiar with the procedure for evacuation of the facility, in case of fire, and their appointed Building Warden must ensure that all means of egress are checked on entering the facility. In case of fire, the Building Warden must assist in evacuating everyone from the facility **immediately**. The Building Warden must also notify the Fire Brigade by phoning 111 and be the first point of call, when the Emergency Services arrive.

If smoking occurs in the War Memorial Centre, there is a strong possibility that a smoke detector will set off the alarm. This will result in the building having to be evacuated, the Fire Brigade automatically being called and the alarm system having to be reset. In the event of such a false alarm, the hirer will be required to pay the full costs of the Fire Brigade call out and the resetting of the alarm system.

- **Damage and Liability**

Insurance:

Unless the Hirer accepts the Council's offer of public liability insurance cover, the Hirer must arrange for their own public liability insurance cover of up to at least \$1,000,000 which must be valid during the hire period, covering indemnity against loss, damage costs (including without limitation, legal costs) and expenses for which the hirer may become liable for under this agreement. Proof of insurance must be provided to the Council on the signing of this Agreement by both parties.

The hirer indemnifies the Council against all claims for damage or loss of private property arising out of the hiring and occupation of the facility and surroundings.

The Council does not accept any liability whatsoever for loss or damage sustained to any property or equipment whether owned by the hirer or not which may be permitted by the Council to be housed or stored in the facilities. Furniture and fittings within the venues are owned by SDC or community groups. All care must be taken.

- **Lost Property**

SDC accepts no responsibility for loss or damage to any property of the hirer or any guest or invitee's property which may be brought to the venue, whether within or outside the premises, and does not provide any insurance cover for such property, including property left secured in any storage facility which may be provided.

- **Health & Safety**

Council must ensure, so far as reasonably practicable, the provision and maintenance of an environment that is without risk to health and safety. Every hirer shall ensure their part is imposed under the Health and Safety Work Act 2015 and that they are duly accountable.

- **Overnight Use**

The hirer shall obtain permission from Council to allow persons to remain on the premises overnight, where the security of valuables contained within the building as part of a hire is required,

when up to five persons shall be allowed to be present provided Council is notified prior to the event without written prior permission.

- **Cleaning**

- Hirers are responsible to leave the venue in a clean and tidy condition
- Basic floor cleaning equipment is provided
- Hirers must supply dishwashing materials and tea towels for hand washing dishes
- Chairs and tables must be cleaned and returned to their original location
- The cleaning of the venue is to be completed within the booked period
- All rubbish, includes removal from car park and adjacent grounds, is to be placed in the rubbish bins provided.

Council engage cleaners daily to give attention to clean, polish, disinfect, sanitise and replenish consumables at each venue.

- **Security**

The hirer is responsible for securing the venue upon completion of the function. Please ensure:

- All lights, heaters, stoves and electrical appliances are turned off
- Windows and doors are closed and locked

- **Car parking**

Car parking is available on road verges outside the venues. The War Memorial Centre has a car park that can hold 100 cars.

- **Breach of conditions**

Any breach of these conditions may result in:

- Forfeit of all or part of the bond
- Closure of the function
- Refusal to accept future bookings
- Extra charges being incurred

**If you have any problems during your hire period phone: 06 765 6099
(24 hours a day 7 days a week).**

Name of Hirer

.....Date.....
Signature of Hirer

Accepted By:

.....Date.....
Signature on behalf of Council

Key number collected

Initial

Evacuation procedures

1. In case of fire

- Operate the nearest fire alarm box.
- Dial 111
- Address of building:
War Memorial Centre – 53-55 Miranda Street Stratford
Centennial Restrooms – 1a Fenton Street Stratford

2. When you hear the fire alarm or smell smoke

- Leave the building promptly.
- Do not run.
- Do not linger in passageways or rooms.
- Do not return until the all clear is given.

3. Exit

- Your fire exit is clearly marked.
- Your alternative fire exit is clearly marked.

4. Assembly area

- Assembly area for the War Memorial Centre is located in the **car park in front of the venue.**
- Assembly area for the Centennial Rest Rooms is located **on the grassed area to the right of the venue.**

5. Wardens

- You are required to nominate a Building Warden for your group. This person is to be aware of his/her responsibilities.

6. Responsibilities

The Building Warden responsibilities are:

- Make sure the area hired is clear of all people.
- Dial 111.
- Ensure everyone is located at the Assembly area.
- To be able to account for all people attending your function.
- Advise Fire Service, on their arrival, of the evacuation status.
- Make sure that people do not enter the building until the all clear is given by the Fire Service.

.....Date.....
Signature of Hirer

Accepted By:
.....Date.....
Signature on behalf of Council

War Memorial Centre GENERAL INFORMATION

- **Capacity**
The venue is limited to a maximum of 1,000 persons for any function. The Stadium 800 people, the Function Facility 120 people and the TSB Chamber 50 people.
- **Lighting**
The main lighting controls for the stadium and entranceways are in the office on the left of the main entrance.
- **Heating**
Heat controls for the Stadium and Function Facility are also located in this office. The TSB Chambers heating control is located within the TSB Chambers itself. There is no charge for any heating.
- **Chairs**
 - **Stadium** - 380 plastic chairs and seating in the gallery for 270.
 - **Function Facility** - 120 padded chairs.
 - **TSB Chambers** - 45 padded chairs.
- **Tables**
 - **Stadium** – 44 x 1800mm tawa or grey folding tables, 6 x old wooden tables stored under stage.
 - **Function Facility** – 29 x 1800mm ply folding tables, 6 x 1500mm plastic round tables & 3 x 1800mm plastic round tables.
 - **TSB Chambers** - 8 x 1800mm plastic folding tables.

The supply of extra tables and chairs is the responsibility of the hirer.

- **Presentation Equipment and Piano**
A piano, a ceiling mounted data projector, whiteboard and a collapsible screen are available for hire at a nominal charge by contacting the Service Centre. Prior arrangement with the Council Service Centre is required.
- **IT Equipment**
While there is minimal IT equipment provided at the venue, it is the responsibility of the hirer to set up all IT equipment. SDC will not provide IT support
 - It is also up to the hirer to provide all additional cords/equipment that you will require for your event.
 - Items Provided – Projector, Projector Screen,
 - Wi-Fi – A code will be provided for you on collection of key.
- **Sound System**
Hirer to make own arrangements.
- **Crockery, cutlery etc**
 - **Function Facility** – 50 cups plus teapot available. Hirer to make own arrangements for all other crockery, cutlery, cooking utensils, tea towels, detergent, etc.
 - **TSB Chambers** - 50 cups/mugs plus a teapot, tea towels etc. available to the hirer.
- **Decorations**
There is a hook in the centre of the ceiling of the main stadium from which flower arrangements can be suspended. Maximum weight to be supported is 10 kg. The winch handle to raise/lower this hook to/from the ceiling is stored at the Service Centre. Please ensure prior arrangements are made for this equipment.

- **Heating – Function Facility & Stadium**
The heating control is located in the office just to the left of the main doors. When you enter this room the heating controls are on the wall facing you (please refer to instructions on wall)
- **Heating – TSB Chambers**
Open the heater panel and turn the thermostat dial which is on zero to the desired temperature (three or four is a comfortable heat). When you want to turn the heat down just turn the dial backwards to zero.

When you leave please make sure the thermostat is on zero.

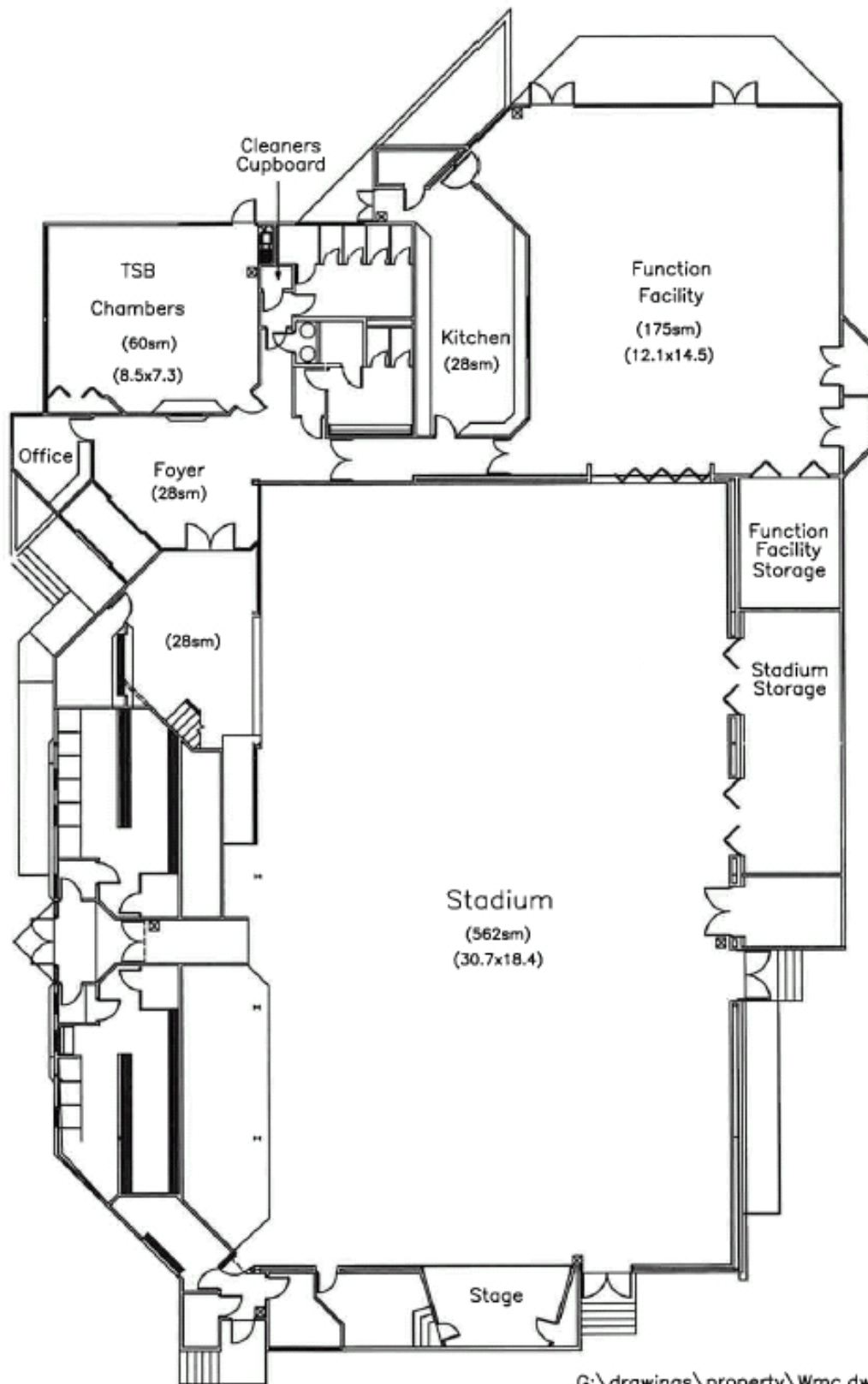
PLEASE DO NOT TOUCH THE BLUE FAN CONTROL BOXES

Centennial Rest Rooms GENERAL INFORMATION

- **Capacity**
The venue is limited to a maximum of 120 persons for any function
- **Lighting**
There is no main power switch to turn on – all rooms have light switches
- **Heating**
Follow the instructions on the Heat Pumps.
- **Chairs**
Approximately 45 green chairs and 12 red velvet chairs belong to the Stratford Women's Club, so if you are using them please be respectful
- **Tables**
Approximately 10 oblong foldable tables. Some are located under the stage in the Institute Room. Please ensure that all tables are folded up and put away after use.
- **Extras**
The acquisition of extra tables and chairs is to be the hirer's own responsibility with the Council not being involved in any way.
- **Crockery, cutlery etc.**
A very limited supply of kitchen crockery is available, but the hirer must pay for any breakages. Tea Towels and utensils must be supplied by the hirer.
- **Security**
The hirer must ensure that all doors are left locked. This not only includes all outside doors but also bolting the internal partition doors separating the lounge from the public convenience section of the premises.

The hirer will be responsible for any damage incurred to the facility as a result of unsecured doors.
- **IT Equipment**
While there is minimal IT equipment provided at the venue, it is the responsibility of the hirer to set up all IT equipment. SDC will not provide IT support
 - It is also up to the hirer to provide all additional cords/equipment that you will require for your event.
 - Items Provided – Projector, Projector Screen,
 - Wi-Fi – A code will be provided for you on collection of key.

WAR MEMORIAL CENTRE



G:\drawings\property\Wmc.dwg

CENTENNIAL REST ROOMS

