

## VENUE AND EQUIPMENT HIRE

<b>COACHING CENTRE (80 people max):</b>	<b>Per Day</b>	<b>Per Hour</b>
Organisations: Commercial, Training orgs, Medical Groups	\$150 + GST	\$25 + GST
Organisations: Sports Clubs, RSOs & NSOs, Not for profit Groups	\$80 + GST	\$15 + GST

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<b>BOARDROOM (15people max):</b>	<b>Per Hour</b>
Organisations: Commercial, Training orgs, Medical Groups	\$20 + GST
Organisations: Sports Clubs, RSOs & NSOs, Not for profit Groups	\$10 + GST

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<b>EQUIPMENT:</b>	<b>Per Day</b>	<b>Per Hour</b>
Projector	\$60 + GST	\$15 + GST
Laptop:	\$60 + GST	\$15 + GST

**Venue Hire Includes:** Tables/Chairs, Electronic Whiteboard (subject to availability), Kitchen use

## TERMS AND CONDITIONS OF HIREAGE

### 1. Facility

Layout, unless prior arrangement is made, is the responsibility of the hirer. Chairs and tables are to be stacked away after use. Please ensure the kitchen facilities are left tidy, all dishes are washed and put away prior to your departure and all excess rubbish is removed and all lights have been turned off for after hours use. Any additional cleaning we are required to do as a result of your hire will be on charged.

### 2. Equipment/Resources

Booking equipment such as Projectors, Whiteboard etc needs to be done in advance, preferably at the time of booking a room.

Please Note: If any damage is caused to our venue or equipment during your hireage we will charge you the full cost of repairing the damage

### 3. Carparking

The car park is owned by the Royal NZ Foundation for the Blind who have exclusive use during the hours of 8:30am to 5:30pm Monday to Friday. Parking during the day is Coupon Parking but is very limited. Coupons are available from any Service Station along Adelaide Road. You receive the first two hours free in any coupon parking zone. Car parks can be found on Adelaide Rd and Drummond Street.

### 4. Special License

Hirers are responsible for obtaining any Special License for the sale/supply of alcohol.

### 5. Health and Safety

To cover the guidelines for Health and Safety, full orientation for security will be given when you arrive on the day or collect the key for after hours use.

### 6. Access

Access is via key entry. For after hour bookings the key must be collected from reception before 5pm Mon–Fri. Hirer is responsible for ensuring visitors keep to designated areas and all keys are returned by the next work day. Please ensure all doors are locked when you leave.

### 7. Bookings and Payment

All Venue and Equipment hire is by approval, first right of use will be given to Sport Wellington bookings. Payment must be made within 7 days of booking date and can be made by cash or direct debit; receipts will be given for all payments.

*If you would like to view the premises prior to booking please do not hesitate to contact us.*

# Venue Hire Application/Enquiry Form

## Contact Details

Name of Organisation: .....

Address for invoice: .....

Contact Person: ..... Mobile:.....

Contact Numbers: Daytime: ..... Fax:.....

Email: .....

Other Information: .....

Room (Boardroom or Coaching Centre)	Date	Start Time	End Time	Cost

## Equipment Requirements

Equipment	Date	Start/End Time	Quantity	Cost
Seating				Free
Trestle Table				Free
Electronic Whiteboard – If available				Free
Laptop				
Projector				

*We accepted all prices and terms of conditions outlined on page one of this booking form.*

**Name:** .....

**Signed:** ..... **Date:** .....

## Office Use Only

Booking approved: YES / NO

Booking entered: YES / NO

Confirmation sent: YES / NO

Invoice sent: YES / NO

Venue Tidy: YES / NO

Equipment returned: YES / NO

Keys Returned: YES / NO

Payment Received: YES / NO