

**Agreement for Use:**

**HIRE OF THEATRE, GALLERY, ST LAZARUS ART STUDIO AND BACK GARDEN**

**Name of Hirer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Room(s) Required:**

**THEATRE / GALLERY / ST LAZARUS KITCHEN/ WET ART STUDIO / BACK GARDEN**

**Event:**  \_\_\_\_\_\_\_\_\_\_\_

**Event Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Full Day: Half Day: Evening:

**Times** (including set-up & pack-down): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **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 – 10pm (5 hrs)
* **part day:** between the hours of 8am – 3pm (7 hrs)

**Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone:**  **Mobile**: **Email**:

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**From 1 April 2015, the hire of one room and use of tea/coffee making facilities will be as follows** (all prices include GST):

**Standard Rate**: Corporate hire or any function, workshop, class or activity with participant fees of $15 or more per half day or evening. (eg: Photography classes with participant fee of $30 or more per day): **$60 for a half day** or **evening** use / **$120 for a full day / $100 for 8am-3pm** / or **as per the Special Conditions on attached page**.

**Reduced Rate:** Community hire for hui, planning session, workshop, class meeting or any activity with free entry, entry by koha or participant **fees of under $15** **per half day** or evening: **$30 for a half day** or **evening** use / **$60 for a full day / $50 for 8am-3pm**

**Special Member rate**: for Old School Arts Centre member groups. Eg: Writers Group, Art for Art's Sake, 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 8am-3pm**

Use of **St.** **Lazarus Kitchen**: **$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**

Hire of **PA Sound System**: see separate agreement for rates and conditions.

**IT Support** required for **Video/Projection/Sound Equipment: $50 extra**

**\* See over for 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.
* **Members of the Old School Arts Centre** qualify for a **10% discount** on the **Standard Rate** and **Reduced Rate** fees.
* Rates for multiple rooms, use of the whole building, the Gallery Room for exhibitions, the site or use of the pottery are by application to, and negotiation with, the Raglan Community Arts Council Committee.
* **A non-refundable deposit of 25% is required immediately upon booking**. The balance is due on the Date of the event



**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 and the Old School Arts Centre and any other users at all times during the period of the hire.

\* **A non-refundable deposit of 25% is required immediately upon booking**. The balance is due on the Date of the Event.

\* A cancellation made within 21 days of the event will **forfeit** the 25% deposit.

\* **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 centre supervisor deems that damage has occurred the bond will be forfeited and any additional repair costs charged to the hirer.

\* Please note: 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 $50 if required** (NB: this does NOT cover the putting 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.

\* A **special license** is required if **alcoholic beverages** are to be **sold** at any function. If you require a special license it may be 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. **NB**. It is the responsibility of the hirer to obtain a special license and comply with the requirements of the license.

\* 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 the Arts Council is called out, out of hours, for open windows, lights left on, or inappropriate alarm call-outs.**

**NB: The Raglan Community Arts Council who operate the Old School Arts Centre, Stewart St, Raglan, take all care with hirers and exhibitor’s 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 strongly recommend that you insure any property or equipment with your own insurance company or broker. Thank you.**

**Payment options**:

* direct credit to: 03 1563 0028263 00 (please include your name, reference or invoice no.)
* cash or Eftpos payable at the Old School Arts Centre during opening hours
* or by cheque to the 'Old School Arts Centre’

**Agreement for Use: Special Conditions**

**THEATRE OR GALLERY OR ST LAZARUS ART STUDIO**

**Agreed Special Discounted Rate:** $ per day / per Event

**Confirmed Dates & Times\*and/or Special Conditions:**

\* all dates are inclusive

**Agreed Room Hire Times \*\*:**  am – pm

\*\* Additional time required for set-up or take-down is usually possible, but **must be confirmed in advanced** with either the Arts Facilitator or the Arts Assistant, to avoid inconveniencing other Arts Centre users.

**Deposit Received: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bond Paid: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Final Payment Due: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Payment Received**: **: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_**

**Bond Refunded: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

*\*\* In signing this document, the hirer has agreed to the requirements set out in the Conditions of Use Agreement*

**The Lazarus Kitchen is registered with the Waikato District Council for commercial food preparation**

**Please note the following personal hygiene and basic rules for food handlers using the St Lazarus kitchen**

* 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 cover it
* 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