



Raglan Old School Arts Centre | Te Whare Toi o Te Kura Tawhito
 St Lazarus Kitchen| Whare Tunu Kai

Agreement for Use

Introduction:

- Welcome to the Raglan Old School Arts Centre (ROSAC) and the St Lazarus Kitchen.
- This facility was created to help local foodie start-ups and community members. It took a great deal of work by the Raglan Community Arts Council (RCAC) members, with grants and funding from the St Lazarus Trust, Raglan Lions, NZ Lottery Grants Board and the Sir John Logan Campbell Estate.
- We are a not-for-profit organisation, run largely by volunteers.

Type of hire:

- A Regular Hirer is one or more bookings per month on an ongoing basis.
- All other kitchen hirers will be charged at the Casual Rate.

Usage description:

- Light: up to two dishwasher cycles and neither hob nor oven used within a five-hour period.
- Standard: up to six dishwasher cycles and use of either hob or oven for up to two hours within a five-hour period.
- Heavy: multiple dishwasher cycles and use of hob and/or oven for more than two hours within a five-hour period.

Usage above these levels will be assessed and charged on an individual basis.

Booking times:

- As this is a shared facility and we aim to accommodate any community members who need to use it, we may ask you to start earlier or later than you have requested in order to allow another hirer to fit in.

Charges:

- Casual Usage

	1-5 hrs	5-8 hrs	8-12 hrs
Light or Standard	\$75	\$105	\$130
Heavy	\$100	\$140	\$180

- Regular Usage

	1 – 5 hrs	5 – 8 hrs	8 – 12 hrs
Light	\$40	\$60	\$70
Standard	\$50	\$75	\$95
Heavy	\$65	\$95	\$115

- Kitchen hire for Waikato District Council MPI review of food control plans & site visits
\$20
- Hire of cupboard space if available (regular hires only)
\$10 per month



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- Charges for Appliance Floorspace and/or Power – please fill in below (regular hirers only)

Appliance Type	Make/Model	Rate per kWh*	m ² Floorspace Required **	Monthly Charge

* RCAC Committee to determine monthly rate based on information provided.

** Floor space rates - \$20 up to 0.8m² or \$40 up to 1.6m² per month.

- Hire of Kitchen and Art Studio/Taiwhanga Mahi Toi together (NB: required for catered events)

	1-5 hrs	5-8 hrs	8-12 hrs	24 hrs	48 hrs
Regular	\$80	\$105	\$130	\$180	\$270
Casual	\$90	\$120	\$150	\$192	\$288

All charges include GST.

Booking cancellations or changes:

- Cancellation has to be 7 days in advance to avoid hire charges being applied.
- Changes to bookings incur a \$10 admin fee.

Terms and conditions of hire:

- The hirer agrees to act in the best interests of the RCAC and the ROSAC and any other users at all times during the hire period.
- Payment confirms booking.
- Our resource consent allows for community and commercial activities between 7.30am and 9pm (apart from concerts and movies). No hire can take place between the hours of 10.30pm-7:30am unless by prior approval by the RCAC.
- The kitchen facilities are available for 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.
- The venue is to be left ready for use which includes putting back all furniture and equipment, sweeping or 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 if required (**NB:** this does not cover the putting back of furniture/equipment or cleaning dishes, glasses etc). If you opted not to pay the cleaning charge and it is deemed by centre staff that the venue needs further cleaning following your event, you will be charged an additional \$100.
- We may require a bond of \$100 which will be reimbursed in full if there are no issues.
- While we endeavour to ensure that everything is in good working order, we are unlikely to be able to arrange for immediate repairs for any faulty equipment. All technical faults need to be reported to the office as soon as possible. We advise that you have an emergency back-up plan in case of equipment failure. The RCAC will not be liable for any loss of stock or income.
- The RCAC will retain any unclaimed monies for 90 days, after which it will be treated as a donation.



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- 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 sighted by admin staff 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.
- If you are using the venue over several days you may apply to the RCAC to store any materials you require. The storage of materials must be approved in advance.
- Charge of \$50 is payable if an RCAC member is called out, out of hours, for open windows, lights left on, or inappropriate alarm call-outs.
- Charge of \$20 is payable if the heater/aircon is left on overnight.
- All keys must be returned no later than 5 working days after the hire is finished. Any keys not returned will incur a \$20 charge.
- Hirers 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.
- While we take all care with hirers' property, we are in no way responsible for it. Your equipment and materials 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.

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

As a minimum, food handlers using the St Lazarus kitchen must observe the following basic personal hygiene and food safety rules:

- 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.
- Do not handle food or use kitchen within 48 hours of any episode of vomiting or diarrhoea.
- 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, sanitised tea towels and dish cloths and cleaning cloths.
- No pets in the kitchen.
- Report any sickness or injury in Health & Safety folder under basin and email admin staff.
- 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. Note in the kitchen communication book and email/call into the office (open 10am – 2pm weekdays).



Kitchen Hire Agreement:

Hirer Name	Organisation (if applicable)

Phone	Email

Address

Date(s) required	Start and finish times requested

Type of hire (see Page 1)	Usage (see Page 1)
Casual / Regular	Light Standard Heavy

Additional cleaning required (Page 2, T&Cs)	Art Studio (catered events, Page 2)
Y / N	Y / N

Monthly cupboard hire (Page 2)	Monthly equipment storage (Page 2)
Y / N	Y / N

Room Hire: \$ _____ **Cleaning Fee:** \$ _____

Cupboard Hire: \$ _____ **Equipment charge:** \$ _____

TOTAL: \$ _____

Total amount will be invoiced and emailed for payment. Kitchen hire is confirmed by payment. Use invoice number as reference for internet banking.
 Bank Account: Raglan Community Arts Council: 38 9018 0232468 00
 Cash and eftpos available at the ROSAC office during opening hours.

Signature: _____ **Date:** _____

In signing this document, the hirer has understood and agreed to the requirements set out in the Terms and Conditions of Hire, above, and our Health and Safety Rules and cleaning responsibilities, copies stored in Health and Safety Folder in kitchen First Aid cupboard.