



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

HIRE AGREEMENT | Music and Theatre Performances v9.2 Jan 25

Venue Information

Introduction

- Raglan Old School Art Centre (ROSAC) is available to hire for performances such as music, theatre, poetry and cabaret
- ROSAC is run by the Raglan Community Arts Council Inc. (RCAC), an incorporated not-for-profit charitable society

General Information

- The Old School office is open Monday-Friday, 10am-2pm
- Performances must be finished and the venue quiet by 10:30pm. We recommend a start time of 7:30pm for evening concerts.
- RCAC has insurance to cover its buildings and contents from theft/fire. Any additional insurance requirement is the responsibility of the hirer
- Hirer is responsible for setting up and packing down the room

Room Options

1. Whare Tapere:

- floor Space 11.5 X 8 metres
- maximum capacity 50 people (including one volunteer and all performers)
- raised stage at front of room
- ideal for larger music gigs, theatre performances, rehearsals, performing arts workshops, dance and physical practice classes
- small Green Room available (capacity two people) with tea and coffee facilities.
- large screen
- piano
- retractable raked seating unit
- upstairs – wheelchair access via lift

2. Eva's Room:

- 8 X 6 metres
- maximum capacity 40 people (including one volunteer and all performers)
- intimate and cosy
- suitable for house concert-style intimate performances
- projector and screen
- piano
- ground floor

3. Gallery / Taiwhanga Whakaatu Toi:

- 8 X 6 metres
- maximum capacity 35 people
- suitable for house concert-style intimate performances
- with all timber surfaces the Community Gallery is ideal for acoustic performances
- ground floor



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HIRE AGREEMENT | Music and Theatre Performances v9.2 Jan 25

Venue Information

Hire Options and Fees

Venue rental cost is the same for each of the three rooms.

Option 1:

- room rental \$150.00 up to eight hours per day

Option 2:

- share 50:50 door sales between artist and RCAC. Door fee set at \$20 per person. Offer only available Saturday nights

To Confirm a Booking

- Tentative booking only – upon receiving signed Hire Agreement your booking will be noted within the events calendar as a tentative booking only. An invoice will be issued for payment.
- Booking Confirmed – once the invoice is paid in full, the booking will be confirmed
- No marketing of any event will take place until full payment has been confirmed.

Equipment Information

- Fender Passport PA included in room hire – see Appendix A and attached form.

Marketing and Promoting Your Event

ROSAC can assist with promotion of your event on condition you supply your PR material minimum seven weeks prior to date of event to enable timely marketing to occur.

With supplied PR, ROSAC will:

- promote on ROSAC website & calendar
- promote via social media FB, ROSAC newsletter/E News
- pay for a listing in our local weekly newspaper 'The Raglan Chronicle' the week prior to the date of music event
- direct mail from our database to RCAC members

Format for bio, press release and pics:

- PR content in EPK or Word formats (needs to be editable)
- Photos high res JPEG
- Video links can be useful
- Short blurb bio
- Include ticket information e.g. performance start time, show length, interval

We recommend you include following information on poster and promo blurb:

- Old School Art Centre, 5 Stewart Street, Raglan
- Show time, length and if you will have an interval. (Doors open 30 minutes before showtime)
- Tickets \$_____ and ticket outlet, if any
- If sending by courier: Rodger Gallagher, 6 Cambrae Road, Raglan 3225
- If sending by email for printing and delivery by ROSAC: email PDF music@raglanartscentre.co.nz Electronic posters can be printed for an additional fee as A4, \$25 B&W OR \$35 for colour and includes distribution of your supplied posters to 20+ key business areas and accommodation providers



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

HIRE AGREEMENT | Music and Theatre Performances v9.2 Jan 25

Venue Information

We also suggest you contact the following additional marketing avenues:

- book a radio interview with Raglan Community Radio: manager@raglanradio.com
- add notices onto the Raglan Noticeboard group on Facebook
- additional paid advert/s in Raglan Chronicle classifieds@raglanchronicle.co.nz
- send editorial to Raglan Chronicle info@raglanchronicle.co.nz
- create a Facebook Event and share to ROSAC FB or Creative Raglan Music FB

ROSAC Café/Bar

- Under its liquor license, RCAC is authorised to sell and supply alcohol on the premises Thursday to Friday 3.30pm – 10.30pm and Saturday to Sunday 3pm – 10.30pm
- Monday to Wednesday we are not authorised to sell alcohol, but can serve tea, coffee and soft drinks
- For the bar to operate a Bar Manager must be on duty. Our Café/Bar is run mainly by volunteers. In the event that a volunteer is not available, the Café/Bar may not be operating.
- Refreshments and snacks sold at the Café/Bar are owned and provided by RCAC with all income retained by RCAC.

Special Licenses: Alternatively, a special license is required if the hirer wants to operate their own bar and sell alcoholic beverages at any function.

Note that 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.

- 30 working days' notice in writing must be given to the 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 WDC for an application form or speak to the Food and Alcohol regulatory staff on 0800 492 452 or email info@waidc.govt.nz
- A special license application takes a minimum of 20 working days to process.

Venue Access and Orientation

Orientation:

- Door keys, alarm codes and a general orientation takes approx. 15 minutes.
- Office staff are available Monday to Friday, 10am-1:30pm to provide an orientation. Please organise a time for you or your doorperson to do this.
- If you are unable to come to the Old School during these hours please let us know and we will arrange a volunteer to meet you for the orientation to take place.
- Hirer is responsible for setting up the room – this includes moving chairs etc.



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

HIRE AGREEMENT | Music and Theatre Performances v9.2 Jan 25

Venue Information

Parking:

- If booking the Whare Tapare room, musicians can use carparks behind the main building. Please do not block the accessible ramp or the accessible parking space.
- Parking for guests is at the front of the Old School Arts Centre, with more carparks available on Stewart St.

Door Sales

- Hirer is responsible for organising a doorperson to manage door sales.
- Door sales go to musicians unless a 50:50 split (option 2) has been agreed.
- An Eftpos machine is available. Additional fees apply and an application to use is required. Refer Appendix B 'Eftpos Fees'
- Hirer to supply their own cash float to provide change for door sales paid by cash.

Cleanup After Your Event

- Hirer is responsible for leaving the venue as they found it.
- Stacking chairs, cleaning floors, checking/cleaning bathrooms, doing dishes, locking up and returning keys etc. will be explained at orientation
- You can opt to pay \$100.00 cleaning fee to have this done for you. This does not include stacking and returning furniture.
- If the room is not left in the state that it was found and the room requires further cleaning you will be invoiced an additional cleaning fee.

Additional terms and conditions

Welcome to the Old School Arts Centre! We hope you enjoy your time here.

Please help us to take care of this valuable community resource!

- The hirer agrees to act in the best interests of the Raglan Community Arts Council (RCAC) and the Raglan Old School Arts Centre (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 management committee.
- 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.
- 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 kitchen facilities are available as an additional hire 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
- ROSAC is working towards being zero waste. Please use our recycling facilities.
- We ask that no glitter is used anywhere on site.
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Raglan Old School Arts Centre | Te Whare Toi o Te Kura Tawhito

HIRE AGREEMENT | Music and Theatre Performances v9.2 Jan 25

Venue Information

- No candles, matches nor fuel-powered lighters are to be used within the buildings.
- The premises are a nonsmoking zone. We do have an outside-designated smoking area. Please enquire further for details.
- Users in Whare Tapere, the St Lazarus Kitchen and the St Lazarus Art Studio all share the one WC bathroom facility which is located in the St Lazarus 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.
- Covid – all hirers must comply with the current RCAC policy as required by any Government regulations that are in force at the time. Information will be provided to you at time of hiring and updated as required.
- Any damage/loss of RCAC equipment will be charged to the hirer.
- 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 or Whare Tapere.
- 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.

While we take all care with hirers' property, 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 recommend that you insure any property or equipment with your own insurance company or broker.

Location and Contacts

- Raglan Old School Arts Centre, 5 Stewart Street, Raglan
- Phone: 07 825 0023, Monday-Friday 10am-2pm.
- Email: music@raglanartscentre.co.nz
- Website: www.raglanartscentre.co.nz
- FB/Insta: #raglanoldschool and creativerraglanmusic



Raglan Old School Arts Centre | Te Whare Toi o Te Kura Tawhito
 HIRE AGREEMENT | **Music and Theatre Performances v9.2 Jan 25**

HIRE AGREEMENT FORM:

Contact Name	Act Name (if applicable)
Email	Mobile
Website and/or FB page (if applicable)	Address
Performance Title	Genre
Room Required – option 1, 2 or 3 (see p.1)	Date/s Required
Hire Option – 1 or 2 (see p.2)	Cleaning Fee
1 / 2	YES / NO
Posters Printed at OSAC	Eftpos Machine Use – Refer Appendix B
<input type="checkbox"/> \$25 (B/W) <input type="checkbox"/> \$35 (Colour)	YES / NO
PA Sound System – Refer Appendix A	Projector/Screen Hire
YES / NO	YES / NO

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

Posters: \$ _____ PA (if applicable): \$ _____

Projector/Screen: \$ _____

TOTAL: \$ _____

Total amount will be invoiced and emailed for payment. Venue hire is confirmed by payment.
 Marketing will begin once invoice is paid in full. Use invoice number as reference.
 Bank Account Raglan Community Arts Council: 38 9018 0232468 00

Signature: _____ **Date:** _____

By signing this agreement, you are agreeing to all the terms and conditions.



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APPENDIX A: Please indicate what equipment you need.

Included in Room Hire:

- FENDER PASSPORT PA SYSTEM (suitable for solos, duos, spoken word), with powered speakers, speaker stands, 4 channel amp:
2X channels with XLR/cannon or jack inputs
2X channels with mono or stereo jack inputs**
- 2X SM58 MICS WITH STANDS AND MIC LEAD**
- 2X DI BOXES**

NB If you require a larger PA or more equipment than listed above, please email us for local hire options.

APPENDIX B: Eftpos and Credit Card fees.

The Raglan Community Arts Council Inc. (RCAC) operator of the Raglan Old School Arts Centre has an EFTPOS machine that is available for use by people hiring a room or having a market stall for sales to their customers. The EFTPOS machine is located by the front door in the Foyer.

For example, door fees at music events, sale of CD's, sale of books at a book launch, and sales made by a market stallholder.

To cover costs there is a charge for using the EFTPOS machine service. To use this service, you will need to complete and return this EFTPOS Agreement Form to the office staff.

The charge for the service is **\$3.00** for the first sale and **\$2.00 for each** following sale. The service fee will be deducted before payment is made into your bank account. Your income will be credited into your bank account within 5 working days from the date that you provide the Old School Arts Centre with the EFTPOS machine receipts as proof of the sale. Until we have the receipts, no money can be paid into your bank account.

For any higher value sales (over \$25) made by your customers with a credit card (VISA, MasterCard, AMEX, JCB) or a contactless debit card (VISA, Mastercard) the bank transaction fee will be deducted in addition to the service fee. The credit card fee is 2% and the contactless debit card fee is 1%.

The Raglan Community Arts Council will retain unclaimed or unidentified money for 90 days, thereafter any money received in its bank account that is unclaimed or unidentified will be treated as a donation towards the operation of the Raglan Old School Arts Centre.
