

Picton Little Theatre

**PICTON LITTLE THEATRE INC (PLT), 9 DUBLIN ST, PICTON
PRIVATE VENUE HIRE CONTRACT**

Please complete the form below to start the booking process.

- Read the conditions for hire and the fire evacuation procedures
- Sign a copy of the contract and return **all** pages by email to: pictonlittletheatre1@gmail.com

BOOKING DETAILS

Date and time theatre is required <i>(Hire period to include pack in and pack out time)</i>	Pack in Date/Time: __/__/__ __:__ am/pm Pack out Date/Time: __/__/__ __:__ am/pm Event Date/Time: __/__/__ __:__ am/pm to __:__ am/pm Other access required _____
Company/ Group Name:	
Event Name/Description:	
Contact Name:	
Contact number:	
Email Address:	
Postal Address:	
Estimated Audience including performers/crew (Max = 99 Level 1) _____	It is your responsibility to ensure government Covid-19 social distancing guidelines / Levels are adhered to. Please ask us for any assistance with layout.
Bank Account for refund of bond	

Booking charges (including GST):	
Venue Hire	\$287.50
Bond	\$575
Technical assistance if required	\$90
TOTAL	\$ _____

TO CONFIRM YOUR BOOKING, PLEASE PAY THE FULL AMOUNT ASAP.

Account Name: Picton Little Theatre: **Bank Account** 03-1710-0002101-000, **Particulars:** last name of hirer
Reference: date of event

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Special Conditions (read these along with Conditions of Hire)

- If the booking is cancelled 24 hours before the event Picton Little Theatre reserves the right to charge a cancellation fee of 100%.
- If the booking is cancelled two weeks or less before the event a 50% cancellation fee may apply.

Declaration: PLT agree to hire the Venue to the Hirer for the Hire Period for the Event and the Hirer accepts such hire in accordance with the Conditions set out in this contract.

Signature of Hirer	Date
Signature of Venue Operator	Date

CONDITIONS OF HIRE

Picton Little Theatre (PLT) - Venue Operator

Hire Contract

The hirer's contract must be signed by a person 18 years of age and over and all pages emailed to PLT.

Hire Charges and Payments

If the booking is cancelled 24 hours before the hire period Picton Little Theatre reserve the right to charge a cancellation fee of 100% of the venue hire. If the booking is cancelled two weeks or less before the hire period a 50% cancellation fee will apply. ALL bookings must be paid for in advance of your booking. No invoice will be issued, unless requested.

Make payment to Picton Little Theatre: Bank Account 03-1710-0002101-000,
Particulars: last name of hirer Reference: date of event

Right of refusal to hire

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

Access to Venue

Hirers will be given access to the venue at the time agreed with the Venue Operator.

Locking Up Procedure

The hirer ensures that:

- All electrical devices used are switched off: i.e. heat pumps, lights, kitchen utilities etc.
- Dishwasher is emptied and any crockery etc is returned to its place
- All windows are locked and secured
- That the side gate is locked
- All fire exit doors are locked
- The front access door is firmly closed and locked with the key upon exiting
- The entrance key is deposited in the front doorstep mailbox or returned to the Library

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Cleaning and Rubbish Removal

- The Hirer will clean the venue and remove all rubbish prior to end of the hire period.
- The Hirer must ensure that any furniture or equipment moved around is left in the position it was found.

Noise

Noise from amplifiers and loudspeakers must be kept to a moderate level at all times. Failure to comply with this condition may cause complaints to noise control which may result in the early closure of your function or confiscation of your equipment.

Hours of Use

Hirers must not enter the venue until the pre-arranged time with the Venue Operator.
Hire period includes pack in and pack out time.

Prohibited

- No smoking inside the venue
- No open fires, smoke machines, naked flames (this includes candles and kerosene lamps), BBQs or spits are to be used inside the facility.

Alcohol

- Hirer can supply alcohol for a function or allow guests to BYO alcohol *as long as it is not available for sale*. Alcohol is not permitted for sale in the venue unless a special licence is on display for the date and time of booking. A special licence from the Liquor Licencing Agency needs written consent by PLT. All supply of alcohol will be in accordance with the Sale and Supply of Alcohol Act 2012. Please visit the link below for further information and details. <https://www.marlborough.govt.nz/services/alcohol-licences>

Contact Tracing Covid-19

- PLT provides tracer app posters, and will also provide a manual contact tracing template. This must be filled out and returned by email following any hire day. Please return to pictonlittletheatre1@gmail.com within 24 hours of your booking.

Loss or damage

- PLT accept no responsibility for loss or damage to any property 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.
- The Hirer agrees their bond may be used to cover the insurance excess payment due to lawful or unlawful damage whilst the venue is in their possession.

Supervision of Children

- The venue is not designed for child care purposes, and there may be potential hazards present. Please ensure all children are supervised at all times.

Performing Rights Copyright

- The Hirer will be responsible for any fees which may be claimed by and held to be payable to the Australasian Performing Rights Association (APRA) or like associations.

Fire Safety

- Every hirer is required to be familiar with the procedure for evacuation of the venue in the event of fire, and for following the instructions of the appointed fire warden. The appointed fire warden must ensure that all means of egress are checked twice during the hire period- once on entering the facility and once during the course of the function. (see page 5)

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Breach of conditions

- Any breach of these conditions may result in:
 - Closure of the function
 - Refusal to accept future bookings
 - Extra charges being incurred
 - Forfeiture of bond

Evacuation Procedures

1 In case of fire

- Operate the nearest fire alarm box
- Dial 111
- Address of building is 9 Dublin St, Picton

2 When you hear the fire alarm

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

3 Exit

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

4 Assembly Area

- Assemble in the car park across the road from the Venue

5 Wardens

You are required to nominate a fire warden for your group. This person is to be aware of his/her responsibilities. Signs are around the theatre indicating exits and muster points.

Fire Warden Responsibilities

- Make sure the area hired is clear of all people
- 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.