

Picton Little Theatre

**PICTON LITTLE THEATRE INC
VENUE HIRE CONTRACT FOR COMMUNITY GROUPS
9 DUBLIN ST, PICTON**

The details of your booking need to be filled in below.

- o I have read the conditions for hire and the fire evacuation procedures
- o I agree to the Community groups charge of \$17.25 per hour (including GST)
- o Please sign and return all pages of this contract to: pictonlittletheatre1@gmail.com

BOOKING DETAILS

Activity:

Day(s) and time theatre required from and to:

Group Name:

Facebook/Website:

Contact Name:

Contact number:

Address:

Email Address:

Further Details: (e.g. *ongoing storage requirements)

Your bank account for refund of bond:

Please complete the following - all costs include GST:

Venue Hire (per hour)	\$17.25 x ___ hours \$ _____
Key Bond– refundable at end of hire period. (NB For casual users the key is available from the library and must be returned after each use, in this instance no bond is applicable)	\$50.00
Hire Bond – this is refunded within 7 days of your event	\$100.00
*Storage - applicable if you want to store items in the theatre long term	\$11.50 per month
TOTAL	\$

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

Signature of Hirer	Date
Signature of Venue Operator	Date

Picton Little Theatre

CONDITIONS OF HIRE

Picton Little Theatre (PLT/ Venue Operator)

Hire Contract

The hirer's signatory must be duly authorised and 18 years of age or over.

Hire Charges, Cancellation 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%. If the booking is cancelled 1 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. Depending on the scenario, outstanding hire fees may be returned in full.

Maximum number of people allowed in venue

No more than 99 people can be within the theatre complex at all times during Level 1, and we recommend 60 people at Level 2. It is the hirer's responsibility to follow government health guidelines and social distancing protocols.

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.

Access to venue

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

Locking up procedure

Hirers must lock the venue upon leaving. Ensuring all lights and heat pumps are switched off, windows secured, side gate locked, fire exit door locked and the front door firmly closed and locked with the key upon exiting.

Cleaning and rubbish removal

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

Picton Little Theatre

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

- X No smoking inside the venue
- X 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>

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.

The Hirer may be charged for theft, loss, damages or destruction to the facilities attributable to the Hirer's actions.

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 or like associations.

Picton Little Theatre

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.

Breach of conditions

Any breach of these conditions may result in:

- o Closure of the function
- o Refusal to accept future bookings
- o Extra charges being incurred
- o Forfeiture of bond

Picton Little Theatre

Evacuation Procedures

1 In case of fire

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

2 When you hear the fire alarm

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

3 Exit

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

4 Assembly Area

- o Assemble in the carpark across the road from the Venue

5 Wardens

- o You are required to nominate a fire warden for your group. This person is to be aware of his/her responsibilities

6 Fire Warden Responsibilities

- o Make sure the area hired is clear of all people
- o To be able to account for all people attending your function
- o Advise Fire Service, on their arrival, of the evacuation status
- o Make sure that people do not enter the building until the all clear is given by the Fire Service.