



KAIAPOI HIGH SCHOOL AUDITORIUM

Community Hire Conditions & Charges

Community Hirers are defined as those groups or persons not making personal profit from their event.

VENUE RENTAL

The venue rental rate is \$250.00 per half day session. Pricing excludes GST.

A non-refundable bond of \$100 + GST per session is payable in advance to confirm the booking date. The bond will be credited off the final charge provided that all hire conditions are met and the venue is left in good order. Please refer to hire terms and conditions listed overleaf.

Special discount prices may be available for multiple performances and rehearsals. These are to be negotiated on a case-by-case basis.

Venue rental includes:

- Access to Auditorium, Dressing Rooms, Kitchen, Foyer
- Auditorium seating approx 400 max (112 tiered seating)
- Period of hire is per half day with availability from 3.30pm weekdays, daytime and evenings on weekends and during school holidays. Times outside these hours could conflict with school assemblies and lessons.
- Use of the lighting and sound equipment as installed in K.H.S Auditorium.
- A maximum of 4 hours of Technical Support. This includes time for meetings, pre-setting, rehearsals and performance time. (Additional hours incur an extra charge as detailed below)
- An authorised Kaiapoi High School representative will be the designated key-holder and must remain on site for the duration of the hire period. This is usually the same person who is providing technical support.
- On-site car parking in designated areas
- Samick Grand Piano
- Data Projector
- Smoke Machine

Additional Rooms:

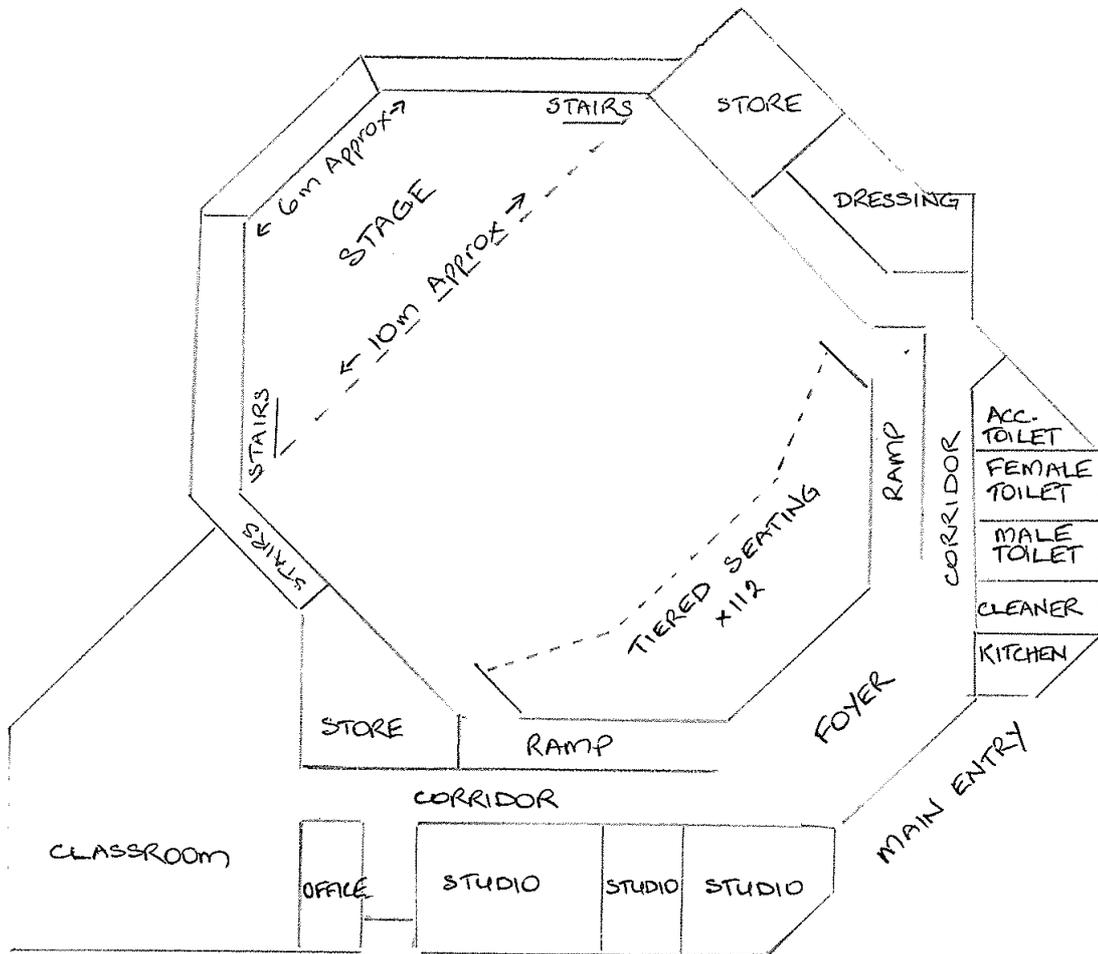
If additional rooms are required, the music room and/or Studios 1 - 3 may be available for hire at an additional cost of \$50 per room per session.

Additional Labour:

Any additional Technical support required for an event, over and above the 4 hours included in the venue rental, will be charged at \$30 per hour for a senior technician and at \$15 per hour for a technical assistant/key holder.

- **GST - All charges detailed above are exclusive of GST.**

Kaiapoi High School Auditorium Floor Plan (not to scale)



Kaiapoi High School Auditorium - Hire Conditions

The Hirer shall:

- ensure an authorised representative of the Hirer's organisation remains on site for the entire hire period i.e. from time of first entry to when the venue is locked at the conclusion of event
- keep the venue in a clean and tidy state - and check this before departure
- keep all fixtures, fittings, furnishings and equipment installed in the venue in good repair and condition and shall deliver the venue at the end of the licence in the same condition in which it was received (fair wear and tear excepted)
- at the Hirer's expense, immediately make good damage to any part of the complex caused by the Hirer or by persons under the Hirer's control
- be charged for any extraordinary cleaning services (as determined by Kaiapoi High School) required before, during or at the end of the Licence Period
- pay for the disposal of any excessive (as determined by Kaiapoi High School) rubbish created by the event
- pay for the cost of rectifying any damage sustained to the Venue or any part of the Complex or any furniture, curtains, or equipment in the Complex before, during or after the Licence Period as a result of the actions of the Hirer or any Person Under the Hirer's Control. All such repair costs shall be met by the Hirer
- not alter or interfere with the structure, fittings, fixtures or furnishing of the complex nor with any heating, ventilating or other systems or equipment in the complex
- not allow anything to be displayed, attached to or to be suspended from the ceiling, walls, fittings or draperies of the complex and in particular shall not use adhesive tape, staples, tacks, "blutack", screws, nails or any other similar fixing device or product, without the prior permission of Kaiapoi High School
- not bring into the complex any plant, machinery or other equipment without the prior written consent of Kaiapoi High School

Kaiapoi High School shall not be liable for any loss or damage to any property brought into the Complex by the Hirer or any person under the Hirer's control or any other person, however such loss or damage occurs.

No Smoking

Kaiapoi High School is a "Smoke Free" area.

Smoking is prohibited in all buildings and on the grounds (includes all indoor and outdoor areas)

Food & Beverage

Food and beverages are not permitted inside the Auditorium.

Please ensure refreshments are restricted to the foyer area only.

Parking

Vehicle parking is in designated car parking areas by the tennis courts.

No Parking on any grassed areas.

Please respect other parking restrictions as indicated by signage or road markings.

Cleaning

Hirers are required to attend promptly to any spillages and to ensure rubbish is placed in the appropriate receptacles. Basic cleaning supplies (brooms, mops etc) are stored in the cleaners cupboard.

Kaiapoi High School Auditorium Booking Request and Agreement

Name of Organisation

Address

Contact Person Phone

Email Mobile

Booking Dates Required (please indicate approx. start and finish times, and any additional dates required for set up/pack up etc)

Rehearsal(s)	Performance(s)

Facilities Required:

- | | | |
|---|---|------------------------------------|
| <input type="checkbox"/> Auditorium | <input type="checkbox"/> Grand Piano (key required) | |
| <input type="checkbox"/> Dressing rooms | <input type="checkbox"/> Kitchen | <input type="checkbox"/> Classroom |
| <input type="checkbox"/> Studio 1 | <input type="checkbox"/> Studio 2 | <input type="checkbox"/> Studio 3 |
| <input type="checkbox"/> Other Equipment: | | |

Acceptance

***“As an authorised representative of the above named organisation,
 I agree on behalf of the organisation to abide by the
 terms and conditions as laid out in this document.”***

Signed Dated:

Please return completed form to Kaiapoi High School, 85-97 Ohoka Road, Kaiapoi 7630
 Ph (03) 375-5004