

CENTRAL STORIES

MEETING ROOM AND THEATRE

TERMS AND CONDITIONS OF HIRE



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SECTION 1

GENERAL TERMS AND CONDITIONS OF HIRE FOR COMMUNITY FACILITIES

1. BOOKINGS

Bookings for Council facilities will be approved on a case-by-case basis. Confirmation of your booking is also confirming you will adhere to all central government Covid-19 restrictions listed on the Covid-19 official website here on www.covid19.govt.nz

Users are encouraged to use the COVID Tracer App QR Code posters which are installed by main entrance doors to keep a record of when they have used the venue.

All bookings to Central Otago District Council phone 03 440 0056.

A tentative booking for a selected date shall be permitted where the actual date is uncertain. However, should another application be received for that date, the party who made the tentative booking shall be required to confirm the reservation verbally or in writing within such time as stipulated.

2. ACCESS PRIOR TO TIME OF HIRE

Access may be permitted prior to the time of hire for the purpose of making preparations preceding the hire period, provided the venue is not required for another engagement.

3. FEES & CHARGES

Charges for the use of the facility will be quoted when confirmation of the booking is made. Refer to [CODC Fees and Charges](#)

4. LIABILITY FOR PAYMENT OF RENT

In the event of the venue not being required, the person or organisation that initially booked the venue shall be responsible for payment in full unless advice of cancellation is received seven days prior to the proposed hire date.

5. BOND

A bond shall be payable to the Council when a confirmed booking for a social function is agreed, unless agreed otherwise.

6. RESPONSIBILITY FOR COMPLYING WITH THE CONDITIONS OF HIRE

The hirer shall appoint an adult to accept responsibility, sign the hire agreement and ensure compliance with the conditions of hire.

This person shall be deemed to have accepted the responsibility for complying with the conditions of hire, including the Sale and Supply of Alcohol Act requirements (refer Clause 12).

7. POWER TO REFUSE HIRE OF THE VENUE

It shall be at the discretion of the Council to refuse to let the venue on any occasion.

8. PERMITTED NUMBERS

Refer to the Terms and Conditions of hire (Appendix 1) relating specifically to the local venue.

9. NO SMOKING POLICY

Smoking is not permitted in any part of the venue. Any cigarette butts left outside the venue must be removed.

10. FIRE PREVENTION

The hirer shall observe the requirements of all Acts and Regulations in connection with Danger from Fire and the Council's "No Smoking" policy. All exits are to be kept clear of obstacles.

11. EVACUATION OF PREMISES

The hirer shall in the event of an emergency, ensure the premises are vacated and that the appropriate Emergency Service is alerted.

12. SALE AND SUPPLY OF ALCOHOL

If you are holding an event where alcohol will be for sale, then a special Licence is required.

Alcohol is deemed to be for sale if you are selling over the bar, charging a fee such as an entry fee, ticket price or other payment for an alcohol-inclusive matter, if the cost of alcohol is included in pre-sold tickets, or if you ask for koha or donation in relation to an alcohol-inclusive matter.

The adult appointed (refer Clause 6) shall be deemed to have accepted the responsibility for complying with the Sale and Supply of Alcohol Act requirements. All functions must be supervised by adults.

Persons under the age of 18 years **shall not** be served alcohol on the premises.

It is recommended that hirers supply food, low or non-alcoholic beverages, and provide transport for their patrons.

13. SOUND

All sound requirements are the responsibility of the hirer including any appropriate licenses to prevent infringement of copyright (s93 (3) of the Copyright Act) in relation to the playing of sound and video recordings.

14. NOISE LEVELS

Noise must be kept within acceptable limits to avoid disturbing residents in the locality. All live or pre-recorded music must cease at 1.00 am, unless otherwise stated in the information sheet relating to the specific local facility. (Refer Section 2)

15. SUB-LETTING

Sub-letting of the venue is prohibited.

16. ADVERTISEMENTS

Advertisements in newspapers for functions or events to be held in the venue must include the full name of the organisation arranging the function.

17. INSURANCE

The hirer shall be held responsible for the insurance of any items, exhibits, etc that they have brought into the venue during their booking.

The hirer shall indemnify the Council against any loss or damage to property, furniture, fittings, appliances or apparatus caused or suffered during or arising out of the hire or any other claims.

18. VENUE USE

The venue shall only be used for the purpose for which it has been let. If in the opinion of the Chief Executive or their authorised officer, the venue is being used for a purpose other than that for which it has been let or if anything is done or proposed to be done that will create a nuisance, the hirer shall stop such unauthorised use or actions, failing which the venue may be closed.

19. DAMAGE

No nails, screws, or fixtures or other fittings are to be fixed to any surface that may tend to disfigure the appearance of the venue or damage it in any way.

20. STORAGE OF FURNITURE AND EQUIPMENT

The hirer shall be responsible for setting up the venue for their function and for storing all furniture and equipment back in the appropriate storage areas. If this is not done, then the Council may employ a contractor to do this and costs shall be recovered from the hirer.

21. ELECTRICAL APPLIANCES

The hirer shall ensure that when electrical appliances have been used, they must be thoroughly cleaned and switched off at the wall before vacating the venue.

22. SECURITY

The venue must be securely locked at all times when unattended and **all** doors and windows are to be securely locked at the conclusion of the hire.

23. CLEANING

The venue shall be left clean and tidy prior to the hirer vacating the premises. Failing to do so will render the hirer liable for any additional expenses incurred by the Council or its contractors, in cleaning or tidying the venue.

24. REMOVAL OF RUBBISH

The hirer shall remove all rubbish from the premises. Event organisers are encouraged to minimise and recycle waste.

25. REMOVAL OF HIRER'S CHATTELS FROM VENUE

At the conclusion of the hire, the hirer shall remove all of their equipment including decorations, goods, chattels and effects from the venue within the time required by Council, otherwise they may be removed at the hirer's expense and an additional charge made to the hirer for the extended use of the venue or part thereof.

26. ANIMALS

No animals of any description shall be allowed on the premises.

SECTION 2

SPECIFIC CONDITIONS OF HIRE FOR THE CENTRAL STORIES MEETING ROOM AND THEATRE

1. PERMITTED NUMBERS

The maximum number of people permitted:

Meeting room	45
Theatre	45 (40 cinema seats)

2. HEATING

Heating is provided by heat pumps.

Meeting room	control and instructions to the right of the glass entry door
Theatre	control on the wall beside the lower emergency exit

3. NOISE LEVELS

Consideration must always be given to other users of this mixed-use building.

4. AFTER-HOURS ACCESS

After-hour access is through the side door on the Shannon Street side of the building. A key and alarm code will be required to be signed out from the Central Otago District Council

Strictly no access through the main entrance and museum after hours.

5. THEATRE – SOUND AND CINEMA EQUIPMENT

The cinema equipment is owned and only operated by the Central Cinema Group Incorporated.

To hire their equipment and technical operator please contact the group directly on info@centralcinema.co.nz

SECTION 3

FIRE AND EVACUATION PROCEDURES

The adult appointed to accept responsibility for complying with the Terms and Conditions of Hire for the Central Stories – meeting room and theatre shall make themselves aware of the Fire Safety and Evacuation Procedures for the Central Stories Building

The hirer's responsibilities are as follows:

1. Ensure that the "No Smoking Policy" is complied with within the venue.
2. Ensure that all exits are kept clear and that all exit doors are able to be opened from the inside at all times.
3. To ensure that in the event of emergency, the hirer shall assume the responsibilities of the Building Fire Warden of the meeting and theatre rooms, and the evacuation of occupants out of this area.

Please put on your warden identification and follow clip board guidelines which are located to the left of the meeting room kitchen.

4. Break the glass on one of the nearest fire alarm manual call points located through the building to activate the alarm if not sounding.
5. Direct all occupants to leave the building and assemble at the **evacuation point the assembly area signage which is adjacent to the playground.**
6. Ensure that all areas are checked for occupants.
7. Ensure that someone is nominated to assist any persons with disabilities.
8. Ensure that in the event of an emergency a 111 call is made.
9. Ensure that no one returns to the building until the "all clear" has been given by Emergency Services.

Note: If the fire alarm stops ringing it does not mean that the "all clear" has been given.

10. Liaise with the chief warden and the Emergency Services Officer In Charge.
11. On the instructions of the Officer in Charge, advise the occupants of the "all clear".

In the event of a fire, occupants should not put themselves at risk and should only attempt to extinguish a fire after the alarm has been raised, occupants have been evacuated, and then only if it is safe to do so and only if the correct extinguishing medium is available.

SECTION 4

EQUIPMENT LIST

1. Meeting Room

3 x tables	1 x water urn	1 x dishwasher
45 x chairs	1 x stove	1 x fridge

The crockery in the kitchenette is owned by the Alexandra District Museum Incorporated. If required, please contact the museum group directly on enquiries@centralstories.com



2. Theatre

40 x theatre seats

The theatre equipment and lectern are owned and operated by the Central Cinema Incorporated. If required, please contact the cinema group directly on info@centralcinema.co.nz



SECTION 5 FLOOR PLAN

CENTRAL STORIES – FIRE EVACUATION PLAN

- Key**
-  Warden Station
 -  Alarm Panel

ASSEMBLY POINT

