

# ROXBURGH ENTERTAINMENT CENTRE HALL, SUPPER ROOM, KITCHEN & 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](http://www.covid19.govt.nz)

Users are required 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 hall.

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 1.00am, 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 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 ROXBURGH ENTERTAINMENT CENTRE

#### 1. BOOKINGS

Enquiries for hiring the Roxburgh Entertainment Centre can be made by contacting the Roxburgh Service Centre, 120 Scotland Street, Roxburgh or by phone 03 446 8105.

#### 2. PERMITTED NUMBERS

The maximum number of people permitted in the Roxburgh Entertainment Centre is:

- Town Hall – 170 people
- Theatre – \*210 people
- Hall and Theatre (combined) – 210 people

**Notes:**

- **\*160 people seated (including The Attic) plus 50 backstage**

#### 3. HEATING

The Entertainment Centre has a diesel heating system. The switch for the theatre is located on the left side of the stage. The switch for the town hall is on the wall adjoining the theatre in the town hall. Both switches are clearly labelled.

**It is important that someone is responsible to switch the heating OFF at the thermostat on wall by emergency exit at the end of your function.**

As the diesel heating system is designed to heat either the theatre or the hall there is a **Kerosene heater** for use in the hall when both venues are in use. **Refer to the instructions on the heater for use** and please aware that the unit gets very hot and to not go within a meter of the unit when in use. Please also **check kerosene levels** before use and ensure it is half full for a half days' use. You will find a container of kerosene in the cupboard at the hall.

Problems with the heating should be directed to Curtis Crawford – 03 446 9068.

#### 4. TOILETS

Tap above urinal to be turned on for automatic flushing during the hire and turned off again prior to vacating the building.

*Your assistance in following these steps to help with water conservation is appreciated.*

**5. KITCHEN**

When kitchen appliances have been used, they should be cleaned before vacating the venue. Benches should also be left clean.

**6. TRACK SPOT LIGHTS**

The track spotlights are available for hire at an additional charge of \$50 per day for the Dance Hall and Supper room or \$25 per day for one room only. There are 50 lights in the Dance Hall and 45 in the Supper room. If you require the use of these lights, please advise Council staff at the time of your booking. You will then be issued a key to allow usage of the lights.

**7. CLEANING**

Please use the checklist attached to ensure the venue is left clean and tidy for the next user. This form is to be completed for the areas used and returned to the Roxburgh Service Centre with the keys at the end of the hire.

**8. MAINTENANCE PROBLEMS**

Electrical or plumbing problems, phone the Council's number 440 0056 and the afterhours service can call out Council Contractors to fix the problem.

During working hours, contact the Roxburgh Service Centre on 446 8105.

**9. AUDITORIUM LIGHTING BAR**

No adjustment to the lights on the auditorium bar are permitted. Max rating 30.3kg.

**10. SIDE LIGHTING BAR**

Side lighting bar maximum rating 30kg.

**11. CINEMA SCREEN**

The cinema screen is not to be raised. It can only be manually removed if the rear stage is to be used. Any removal must be in consultation with the Roxburgh Entertainment Centre Promotions Group.

**12. STAGE EQUIPMENT**

All stage equipment must be floor based.

**THESE CONDITIONS WILL BE ENFORCED BY THE CENTRAL OTAGO DISTRICT COUNCIL**



## SECTION 3

### FIRE AND EVACUATION PROCEDURES

The adult appointed to accept responsibility for complying with the Terms and Conditions of Hire for the Roxburgh Entertainment Centre, shall make themselves aware of the Fire Safety and Evacuation Procedures for the Centre.

The Hirers 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 and the evacuation of occupants.
4. Break the glass on one of the manual fire alarm units located in the Centre.
5. Direct all occupants to leave the building and assemble at the Evacuation Point on Scotland Street.
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, other than fire, a 111 call is made to the appropriate Emergency Service.
9. Ensure that no one returns to the building until the “all clear” has been given by Emergency Services.
10. Liaise with 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**

#### **Tables**

- 8 x grey round tables
- 9 x wooden trestles
- 1 x large fixed leg
- 150 x chairs
- 1 x mobile bar
- 6 x grey trestles
- 7 x red topped fixed leg tables

#### **Crockery**

- 150 x Dinner Plates
- 150 x Dessert or Soup Plates
- 84 x Cups & Saucers
- 70 x Coffee Mugs

#### **Cutlery**

- 60 x knives
- 60 x forks
- 60 x soup or dessert spoons
- 60 x dessert forks
- 36 x teaspoons

#### **Dishwasher**

- 6 x plastic dishwasher cutlery containers
- 6 x metal dishwasher cutlery containers

## SECTION 5

### CLEANING CHECK LIST

**Please use the checklist below to ensure the venue is left clean and tidy for the next user. This form is to be completed for the areas used and returned to the Roxburgh Service Centre with the keys at the end of the hire.**

<b>Town Hall/Supper room/Kitchen</b>	<b>Hirer</b>	<b>CODC</b>
<i>When completed</i>	<i>Tick</i>	<i>Tick</i>
Kitchen Appliances, including ovens if used		
Kitchen Bench Tops		
Urinal Tap turned off		
Remove all belongings and put furniture back where you found it		
Rubbish Bins to be emptied into wheelie bin provided and any additional rubbish must be removed		
Vacuuming/wash floors (for non-profit organisations only)		
<b>Theatre</b>		
Vacuuming/wash floors (for non-profit organisations only)		
Rubbish to be placed in bins provided.		

**Failing to leave the venue in a clean and tidy condition will render the hirer liable for any additional cleaning expenses incurred by the Council.**

Signed \_\_\_\_\_ Date of Hire \_\_\_\_\_

On behalf of \_\_\_\_\_  
(Name of Hirer)

## SECTION 6

### FLOOR PLANS

