



VENUE HIRE TERMS AND CONDITIONS

General Information

Main venue, situated at 25 Tui Road, Papatoetoe has two large halls for hire on Levels 1 (~200 seats) and Level 2 (70 Seats). Each level has fully functional kitchen facilities. Overhead projector is available for conferences, office use or any cultural events. A carpark is located on adjacent premises along with available off-street parking.

Another venue is available for hire at 57 Hillside Road, Papatoetoe (200 Seats) with an on-site parking facility.

Hire Charges - min 3 hrs hire

GST applicable on all charges

Diversity Centre at 25 Tui Road, Hall on level 1

<-----OPTIONAL----->

3 Hours	4 Hours	5 Hours	6 Hours	Bond	Kitchen (Gas)	Kitchen (no Gas)	Projector
\$700	\$900	\$1100.00	\$1300.00	\$750.00	\$200.00	\$50.00	\$300

Each Additional Hour after first 6 hrs \$150.00

Decorators \$100.00 per hour

Diversity Centre at 25 Tui Road, Hall on Level 2

<-----OPTIONAL----->

3 Hours	4 Hours	5 Hours	6 Hours	Bond	Kitchen (Gas)	Kitchen (no Gas)	Projector
\$550.00	\$700.00	\$850.00	\$1000.00	\$750.00	\$200.00	\$50.00	\$100

Each Additional Hour after first 6 hrs \$100.00

Decorators \$80.00 per hour

NO LOUD MUSIC OR DJ MUSIC IS ALLOWED ON LEVEL 2

Community Hall at 57 Hillside Road

3 Hours	4 Hours	5 Hours	6 Hours	Refundable Bond Amount
\$350	\$450.00	\$550.00	\$700.00	\$400.00

Each Additional Hour after first 6 hrs \$80.00 + GST

Decorators \$50.00 per hour

Operation Time

7 am to 12 am (Music to be switched off by 11 pm)

Alcohol

If you are holding a private social gathering and you are supplying liquor to your guests, a special licence may not be required. No BYO. If the public has access to your event and liquor is being sold, then a special license may be required from Auckland Council. Please note the hirer will be responsible for any breach of liquor laws.

Cleaning

Following your event, the hall / room must be left in the same condition in which it was found. All furniture must be in same organised position as you found it. All rubbish must be removed from the areas used and disposed off properly. Vacuum / mop floors as required, and the equipment is available at site.

A standard charge per event will be \$150 (included in hire charges). In case the hall is not left in the above-mentioned condition the cleaning cost will be \$250 per event.

Service Lifts

The Lifts are available to reach both levels and for private use by the Tenants on Level 3. Caterers and Decorators are not to overload the Lifts and children need to be supervised to ensure that the Lifts are not damaged. Hirer will be liable for any damage. **No Furniture shall be allowed from outside**

Alarm Call outs

Hirer must be aware that all the halls are alarmed for fire safety. Therefore, **it is requested that no fires (for religious rituals including weddings) are lit in the premises.** Should the alarm be activated the hirer will be liable for the Fire Brigade and any related call out fee.

Noise Call outs

IAMNZ will not be responsible for any noise complaints and subsequent fines incurred. Music is to stop at 11pm.

Confetti

No confetti to be used in any area of the building including the foyer on the premises. Any other stuff (rice, flowers) needs to be cleaned after use

Security

IAMNZ shall require additional security staff for the Event, where a higher-than-normal risk is identified and, in such case, additional charges at actual will apply.

Car Park

The carpark is available for the guests attending your function and if full, there is on-street, car parking available. Should any vehicle left overnight, it will be towed away.

Payment

The invoice is to be paid in full in advance. Payment can be made direct to bank account **06-0805-0140705-00**. Confirmation of payment to be sent to bookings@inzone.org.nz

Civil Defence Emergency

The Hirer acknowledges and agrees to follow all Health and safety rules to evacuate the premises keeping health and safety of all personal as topmost priority.

Cancellation

You may cancel your booking at any time by giving written notification of cancellation. If you cancel your booking within thirty (30) Working Days before the booking date, then a onetime charge of NZ\$200 will be applicable. (\$100 if cancellation is more than a month before the event)

We may cancel your booking and terminate your Hire Agreement in circumstances where:

- a. You commit a breach of these Terms and Conditions,
- b. We reasonably believe that you have misstated the nature of the Event on the Booking form
- c. We reasonably consider that the management of the Event by the Hirer is deficient

In the unlikely event that IAMNZ is not able to provide the venue to the Hirer due to any unforeseen circumstances, it will refund full amount to Hirer within 5 working days.

Acceptance of Terms and Conditions:

Name of Hirer	Signature of Hirer	Date
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Payment by the Hirer to book venue(s) will be deemed as acceptance of IAMNZ **VENUE HIRE TERMS AND CONDITIONS**