



VENUE HIRE TERMS AND CONDITIONS

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.

Venues are not open to regular religious functions.

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
\$800	\$1050	\$1300	\$1500	\$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 including (Level 2 Deck)							
<-----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							
GF Meeting Room – (20 Seats)							
3 Hours	4 Hours	5 Hours	6 Hours	Refundable Bond Amount			
\$150	\$200.00	\$250.00	\$300.00	\$200.00			
Each Additional Hour after first 6 hrs \$50.00 + 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. You must arrange your own Rubbish bags. All rubbish must be removed from the areas used and disposed of properly in the bin in parking area.

If we have to provide our rubbish bags there will be a \$20 charge from your bond. 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 an additional \$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.**

Under exceptional circumstances only stage furniture (no other furniture) will be allowed. In case the hirer insists on bringing chairs from outside, an extra amount of \$500.00 will be charged (prior approval required)

Alarm Call outs

Hirer must be aware that all the halls are alarmed for fire safety. For bookings on Level 1 fires for rituals can be lit on Level 2 Deck subject to availability. An extra charge of \$100.00 per hour will be applicable. 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. **Music is to stop at 11pm on Level1 and 10pm on Level 2.**

Confetti

No confetti / sparkles to be used in any area of the building including the foyer on the premises. Any other stuff (rice, flowers, foam) needs to be cleaned after use. Extra cleaning charges will apply.

Security

IAMNZ shall require additional security staff for the Event, where a higher-than-normal risk is identified and, in such cases, additional charges at actual will apply. Minimum Charge will be \$60.00 per hour. **Non-Compliance to security instructions and exceeding hall hire hours especially beyond midnight will incur \$100 for every 30 minutes or part thereof for catering to security and other costs.**

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 be left overnight, it will be towed away.

Payment

The invoice is to be paid in full within 1 week of Booking. Payment can be made direct to bank account **06-0805-0140705-00**. Confirmation of payment to be sent to bookings@inzone.org.nz

Confirmation of Booking will only apply if invoice is paid in full.

Booking for a 'Food Truck' to be parked in the car park will incur one time charge of \$300 in conjunction with the hall hire.

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 personals as topmost priority.

Cancellation

You may cancel your booking at any time by giving written notification of cancellation. One time admin charge of \$100 will be charged if cancellation is more than 60 days before the booking date. If you cancel your booking within sixty (60) Days before the booking date, then a onetime admin charge of NZ\$200 will be applicable. (\$300 if cancellation is within a month before the event)

We may cancel your booking and terminate your Hire Agreement in circumstances where you commit a breach of these Terms and Conditions, or we reasonably believe that you have misstated the nature of the Event on the Booking form or 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