



ROTORUA GIRLS' HIGH SCHOOL

# Venue Booking Form

Direct lines for enquiries:

Telephone 64-7-347 1726 extn 683

Mobile 64-21-973804

[churihanganui@rghs.school.nz](mailto:churihanganui@rghs.school.nz)

Please complete all sections of the booking form and return to the School Office with a 20% venue hire deposit.

---

Title of Event: .....

Organiser: .....

Main contact on the day: .....

Address for invoice: .....

.....

.....

Telephone: ..... Fax: .....

Email: .....

---

Date(s) of event: ..... Number of people: .....

Venue(s) booked: .....

.....

Arrival date and time: .....

Event start time: .....

Event finish time: .....

Depart date and time: .....

I have read and agree to abide by the rules set out in the Terms and Conditions of Hire.

Signature\*: ..... Date: .....

Name in capitals: .....

\*Signing this form constitutes a contract with Rotorua Girls' High School.

## TERMS AND CONDITIONS OF HIRE

### Hireage Terms

All quoted charges for the event are detailed in the quote, which when signed will form part of this contract. If circumstances change management reserves the right to amend quoted price.

### Confirmation

Bookings are only confirmed when hirer have signed the venue booking form and 20% venue hire deposit has been paid. If the venue booking form is not signed and/or the deposit is not received 3 months prior to the event, the booking may be cancelled.

### Cancellation

All cancellations must be made in writing to the Site/ARENA Manager. Any cancellations after signing of the venue booking form will result in the loss of the deposit.

### Deposit

A deposit of 20% of the total cost is required for all hireage of venues paid 3 months prior to event.

### Bond

A bond of \$400.00 is required to be paid 14 days in advance to the RGHS Accounts Office. This amount is 100% refundable provided the terms and conditions are adhered to, and all venues are left in a clean and tidy condition. Refund of bond will be paid within 14 days following the event and after appropriate inspection.

### Payment Terms

The balance of your hire charges will be invoiced immediately after the event and payable within 14 days.

## SERVICES

### Catering

Only Caterers with a current service agreement with management are able to provide food and beverage services in our Arena.

### Telephone/Fax/Email

Local calls 50 cents per call  
Toll calls \$1.00 per minute.

### Visual Effects

The ARENA has its own Technician who is able to help with any technical service requirements. We already have in place an Audio System that has a CD and DVD player, a multi media projector – for connection of laptops plus a wireless microphone and headset.

### Security

Management reserves the right to appoint security for functions where alcohol is available. This will be at the hirer's expense and will be included in quote.

### Cleaning and Rubbish Removal

Facilities to be left in the same condition they were found and all rubbish to be removed, unless cleaning and rubbish removal has been included in quote.

### Carpet Tiles

A non negotiable cost, laying and uplifting of carpet tiles is compulsory when hiring the ARENA for functions other than sporting, or as required by management. This cost will be shown on all quotes.

## REQUIREMENTS

Venues are to be left EXACTLY how they were found.

Absolutely NO outside shoes/street shoes to be worn on the wooden surface of the ARENA.

NO Rotorua Girls' High School equipment to be used without prior approval.

NO vehicles are permitted to park on the grass. without prior approval from management.

NO animals are permitted on school grounds.

NO food or drink in the ARENA without prior approval from management.

We are a smoke free venue.

## DAMAGE

1. The hirer will be accountable for any damages to furniture, equipment or property.

2. Any damages are to be reported immediately to management.
3. Under no circumstances are the walls or floors of the ARENA to be marked or tampered with.

### FALSE ALARM ACTIVATIONS

\$500 will be charged if the Fire Service attends a false alarm activation.

### ADDITIONAL REQUIREMENTS

Plumbing, electrical, sound, lighting or communication requirements will need prior approval and must be carried out by contractors authorized by management at the hirer's expense.

## LAWS AND BYLAWS

### Fire Evacuation

During the period of hire of the venue you are required by law to have a fire warden present. The Site/ARENA Manager will appoint such a person as per NZ Fire Safety Standards Act 1975. This cost will be included in your quote. The Fire Safety Evacuation of buildings Regulations 1992 states that our venue must have an approved fire safety venue evacuation scheme operating at all times.

### Health and Safety

All events must comply with the health and safety regulations and the hirer must appoint a competent person who will be responsible for this. If there is any equipment or set-up that are deemed dangerous or do not comply with Health and Safety Standards, Rotorua Girls' High School Management reserves the right to take whatever action is necessary to rectify the situation.

### Sale of Liquor Act 1989

We require that bars are to be operated as per the required Liquor Licence and in accordance with our closing time of 12am (midnight). This means that no alcohol can be sold after 11.30pm.

Noise control standards and consideration must be given to our residential neighbors. A letter of approval is required from our Site/Arena Manager. This is to be attached to your Liquor Licence application and sent to the ROTORUA DISTRICT LICENSING AGENCY.

Management reserves the right to appoint additional security if alcohol is to be served.

### Signage Bylaw

No external signage is to be erected on or in front of our venue without prior approval from management.

The Rotorua District Council has a signage bylaw, which we must comply with in relation to signage near Old Taupo Road.

The hirer will be responsible for any cost or fines for non compliant signage or material distributed during hireage.

## ROTORUA GIRLS' HIGH SCHOOL

Please use this form to indicate your requirements for this event

<input type="checkbox"/>	ARENA – Full capacity	<input type="checkbox"/>	Auditorium – full day hire
<input type="checkbox"/>	ARENA – Gymnasium + toilets	<input type="checkbox"/>	Auditorium – half day hire
<input type="checkbox"/>	ARENA – Westside toilets only	<input type="checkbox"/>	Dance Studio
<input type="checkbox"/>	ARENA – Seminar room	<input type="checkbox"/>	Staffroom
<input type="checkbox"/>	Additional classrooms	<input type="checkbox"/>	Canteen
<input type="checkbox"/>	Outside netball courts	<input type="checkbox"/>	Wellness Centre Seminar Room
<input type="checkbox"/>	Astroturf	<input type="checkbox"/>	D Block Cooking Room
<input type="checkbox"/>	Sports fields unmarked		
<input type="checkbox"/>	Sport fields marked		

		Number reqd	
<input type="checkbox"/>	Trestle tables		<input type="checkbox"/> Heating
<input type="checkbox"/>	Table cloths		<input type="checkbox"/> Rubbish Removal
<input type="checkbox"/>	Chairs		<input type="checkbox"/> Cleaners
<input type="checkbox"/>	Chair covers		<input type="checkbox"/> Carpet Tiles
<input type="checkbox"/>	Chilly bins/Eskys		<input type="checkbox"/> Fire Warden
<input type="checkbox"/>	Portable White Boards		<input type="checkbox"/> Security to open/lock up
<input type="checkbox"/>	AV/Sound System		<input type="checkbox"/> Event security
<input type="checkbox"/>	TV/VCR unit		<input type="checkbox"/> Parking Wardens
<input type="checkbox"/>	Extension cords		<input type="checkbox"/> Set up/Pack Down Crew
<input type="checkbox"/>	Fairy Lights		<input type="checkbox"/> Liquor Licence
<input type="checkbox"/>	Staging (large)		
<input type="checkbox"/>	Staging (small)		
<input type="checkbox"/>	Pin boards		

Please refer to our costing sheet for our provisions and charges. We will be happy to deal with additions and amendments as the date of your event approaches. Final amendments can be accepted up until 72 hours prior to your event but must be notified in writing.