

# **Hire Agreement Terms and Conditions**

## **1. HIRE CHARGES**

Hire charges are subject to review from time to time without notice and are available on request. The hire charge includes electricity, working lights and control, leg (wings) and rear stage curtains and, by previous arrangement, scenery flats, performance intercom system, and intercom set and stage relay system. All preparation, rehearsal and pack-out time is to be included in the hire period when making a booking.

## **2. BOOKING PROCEDURE AND DEPOSITS**

All bookings will be confirmed by The Rose Centre and a deposit of one third of the hire charge is required two months before the commencement of the hire period with the balance of the payment before the commencement of the hire period. When bookings are made less than two months before the hire period, one third of the hire charge and any bonds are required immediately.

## **3. TENTATIVE BOOKINGS**

THESE WILL NOT be held for more than seven working days. The Centre reserves the right to decline any bookings without explanation. The Hirer may use only the areas hired and paid for.

## **4. CANCELLATIONS**

Cancellations made within 6 weeks of the hire period may result in the loss of the deposit.

## **5. BONDS**

A \$300 bond may sometimes be required.

## **6. CLEANING**

The Centre must be left clean & tidy with all dishes washed & put away where possible. If the HIRER does not leave the Centre in the condition in which it was hired the Centre may employ a commercial cleaner and charge the hirer. The Rose Centre cleaner comes at 11pm every Tuesday, Wednesday, Thursday & Friday so hirers must leave the centre spotless for start of next day's activities.

## **7. ALCOHOL**

The Centre reserves the right to restrict the serving and consumption of alcohol. Hirers must obtain a Liquor licence from Auckland Council and comply with that licence where permission has been given.

## **8. SUB LETTING**

Under no circumstances may a HIRER sublet any part of the Centre.

## **9. NOISE**

The HIRER agrees to keep all noise to levels compliant with NSCC By-laws.

# HIRE AGREEMENT - Terms and Conditions (Cont)

## 10. SECURITY SYSTEM INSTRUCTIONS

**Entering:** Unlock the door. Enter the foyer and locate the Security Key Pad on the right hand wall. If there is no-one in building the word AWAY in red will show on the screen. Press in your 4 digit code then press the “#Away” key. If the word AWAY is NOT showing on the display screen, people are already in the building and you will not need to use your code.

**Leaving:** Double check that no-one is still in building! Enter your same code including the “#Away” key and note that the AWAY signal comes up in Red on the black screen. Leave building within 60 seconds. Lock the front door and return the key in the letterbox to the right of the front door.

## 11. KEYS

A main door key and any others required will be issued to the HIRER on completion of the Hire Agreement. Keys are to be returned to the Centre, through the letterbox, at the main door after the final lock up.

## 12. THEATRE

Special Lighting requirements will need to be discussed by the Hirer. All lights used in The Rose Centre must comply with & been maintained to OSH standards. Technicians and public must not stand on seating arms or chairs.

**LIGHTING: EXIT LIGHTS ABOVE DOORS (2 sets)** are on at all times.

The Lighting Controls are on the right hand side of main doors when entering auditorium.

- **STAIR LIGHTS SWITCH** is a separate one and must be on during a performance.
- The MASTER CONTROL SWITCH needs to be on, before the others can be used. This master switch is a two way switch therefore the ON position can be *up or down.*

**SEPARATE SWITCHES CONTROL THE FOLLOWING:** [with Master On]

- Over Stage (working) lights, (GREEN BUTTON for ON - RED BUTTON for OFF)
- House lights over the seating - one switch each for front and rear.

## 13. LOUNGES

Heating and cool air unit are on Lounge outside walls

Moveable doors must not be moved without unlocking the sound/privacy seal at base of doors with the large yellow key which is kept in the tall kitchen cupboard next to stove. This is discussed at time of hire.

## 14. AIR CONDITIONING of the AUDITORIUM

Control panel in the dressing room. Instruction will be given at time of key collection.

## 15. PRIVACY & COPYRIGHT

Hirers accept responsibility for compliance with New Zealand Privacy and Copyright Laws.

## DISCLAIMER

The Centre is not responsible in any way for the loss or damage to any person or property associated with the HIRER or to any costs incurred by the HIRER. This includes false fire calls.

**THE ROSE CENTRE, School Rd, Belmont, North Shore**

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