

## BOOKINGS AND ENQUIRIES FORM

PLEASE COMPLETE THESE FORMS AND RETURN A COPY TO: [info@renwicksportscentre.co.nz](mailto:info@renwicksportscentre.co.nz)

### HIRER DETAILS

Name: \_\_\_\_\_

Event: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

### HIRE DETAILS

Number of People Expected: \_\_\_\_\_

Areas to be booked:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Entire Complex     | <input type="checkbox"/> Changing Rooms         | <input type="checkbox"/> Bar                                      |
| <input type="checkbox"/> Full Function Area | <input type="checkbox"/> Kitchen \$15 per hour  | <input type="checkbox"/> Sound System/Microphone \$10 per booking |
| <input type="checkbox"/> Half Function Area | <input type="checkbox"/> Kitchen 5 hours @ \$60 | <input type="checkbox"/> Projector \$10 per booking               |

#### ***If self-catering;***

Name of caterer: \_\_\_\_\_ Contact Name and phone number: \_\_\_\_\_

#### ***If Bar required;***

Hours and alcohol requirements: \_\_\_\_\_

#### ***Date(s) of Hire:***

Providing there are no bookings on the morning of the event you may set up prior to lunchtime. All gear remaining from the event must be removed by 11am the following morning, unless arranged prior with the Manager.

From

Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

To

Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

***Fields Required?*** YES/NO (please circle)

Number 1       Front of the Pavillion      *Have you booked them with MDC?* YES/NO (please circle)

Notes:

## ***Hireage Agreement***

1. The Renwick Sports & Events Centre takes great pride in the presentation of their venue and asks that you respect this facility.
2. Timing for set up and pack down for all events is at the discretion of the Manager.
3. The user is required to do a basic clean up as listed in the 'Thank you for hiring' document. If standards are not met then a cost of \$250 will be charged for additional cleaning costs.
4. At no time are staples, nails, blu-tack or cellotape to be used to erect decorations in the complex. There are a number of 3M hooks in place that can be used to hang decorations from, or you can bring your own.
5. Opening and closing procedure and key access will be discussed with Centre Management at time of booking. Keys must remain in the sole care of the person who signed for the keys and must be returned when the services of the Renwick Sports & Events Centre are no longer required.
6. No products that may materially damage the building, its facility and the adjacent grounds may be used. No confetti, rice, bubbles etc within the facility or grounds.
7. Any damage to fixtures, fittings in the complex, the building itself or the grounds will be invoiced at replacement cost or cost to put it right.
8. All equipment hired in must be removed from the facility on the night of the function unless prior arrangements have been made.
9. The user agrees to abide by all the local bylaws, including the liquor licensing regulations. Of special note are the noise restrictions in a residential zone and the desire for us to be good neighbours.
10. We support a Smoke Free Parks Policy and smoking is not permitted within the Renwick Sports & Events Centre or surrounding grounds.
11. The user will be charged for any breakages and/or damages incurred while persons associated with the occasion are in attendance.
12. A non-refundable deposit of 25% (of the hireage fee) is required at the time of booking to secure the venue. Cancellations are to be notified at least one month prior to the booking. Any cancellations after this time will be invoiced for the booking charges.
13. In the event that the NZ Fire Service attends to the centre for a fire or false alarm, it is the hirer's responsibility to pay any expense incurred. In the event of a fire, if the hirer is found to be negligent or responsible in any manner, the hirer will pay all costs not directly met by Renwick Sports & Events Centre's insurance.
14. Full payment of the hire fees must be paid within 21 days of being invoiced.

### Bar

1. Due to liquor licensing requirements, at functions where alcohol is being sold, a General Bar Manager must be in attendance, this will be charged at a rate of \$35 + GST per hour. This will be organised by the manager. Extra bar staff required will cost \$30 + GST per hour per person. All instructions from the bar manager must be followed at all times.
2. BYO alcohol may be supplied by the hirer, corkage rates apply. The Centre does stock a good range of alcohol at competitive prices. Please see bar prices for more information.
3. Strictly NO BYO allowed from individual guests or attendees. Bar shuts at 12:30am. Drinks must be finished by 12:45am. Building vacated by 01:00am. If a late licence is required this will be at the cost of the hirer.

If the above policies are not adhered to, the manager has full right to cancel the event at the time or refuse entry to users.

Hirers must abide by all legislation that applies regarding public liability

Please tick if you currently have public liability insurance

***I have read and understand these conditions and agree we will pay for any breakages/damages at replacement costs, and will abide by the conditions above. I have filled out the Bookings/Enquiries Form.***

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

## **OVERVIEW OF RENWICK SPORTS & EVENT CENTRE RATES (ex GST)**

### **Evening Functions**

(7pm – 12pm)

\$500.00 Main room, board room, kitchen, bar, (Bar manager & staff additional), cleaner (must be left in good condition – additional cleaning will be charged for breakages, spillage, vomit and/or confetti).

### **18<sup>th</sup> / 21<sup>st</sup> Birthday Parties**

\$1000.00 1.5 Days hire for set up / pack down, (use of kitchen, main room, sound system, bar, (Bar manager & staff additional), security, cleaning service (must be left in good condition – additional cleaning will be charged for breakages, spillage, vomit and/or confetti).

### **Wedding Package**

\$1500.00 1.5 Days hire for set up / pack down, (use of kitchen, main room, sound system, bar, (Bar manager & staff additional), cleaning service (must be left in good condition – additional cleaning will be charged for breakages, spillage, vomit and/or confetti).

### **Conference Package**

\$750.00 Full Day Includes: Full main room, use of all media equipment, bar manager for completion of evening.

### **Fundraising Package**

Price on application \*\*

## **COMMUNITY RATES (not-for-profit groups)**

### **Entire Complex**

\$600.00 Full Day / \$350.00 Half Day

Includes: Main room, board room, kitchen, bar, changing sheds, cleaner (must be left in good condition). Bar staff additional.

### **Main Room**

\$40.00 per hour for full room; \$20.00 per hour for half room

Pax: 220 seated Full room (Bar additional).

### **Kitchen Only**

\$15.00 per hour

## **COMMERCIAL RATES**

### **Entire Complex**

\$800.00 Full Day (12hrs) / \$450.00 Half Day (6hrs)

Includes: Main room, board room, kitchen, bar, changing sheds, cleaner (must be left in good condition). Bar manager additional.

**Main Room**

\$60.00 per hour for Full room / \$30.00 per hour for half room  
Pax: 200 seated Full room (Bar additional)

**Board room**

\$20.00 per hour or \$60.00 half day (4hrs)

**Kitchen Only**

\$25.00 per hour

**OTHER COSTS****Bar Staff**

\$30.00 per hour, per person. A certified Bar Manager will be in attendance any time the bar is open, or alcohol is present at a rate of \$35.00 per hour.

Bar Fridge emptying/restocking will be charged accordingly before the event.

**Corkage Rates**

Wine - \$10.00 per bottle

**Cleaning Staff**

\$30.00 per hour and \$50.00 Rubbish removal

**Changing Rooms**

\$20.00 per game ( 2 Changing rooms/ 3hrs)

\$100.00 daily rate for all sheds

**ALL FUNCTIONS**

**Cleaning:** Facility must be left in condition as dictated by Housekeeping Instructions. Additional cleaning will be charged for breakages/damages, spillage, vomit and/or confetti.

**Bar:** With all functions requiring the bar, Renwick Sports & Event Centre will provide the Bar Manager and Bar Staff and all regulations must be adhered to.

**\*\*Venue hire for Fundraising events will be determined on a case by case basis, at the discretion of the Renwick Sports & Event Centre Board.**