

LINCOLN EVENT CENTRE BOOKING FORM

Event Hire

Name of Hirer _____ **Type of Event** _____

Name of <i>primary</i> contact person		Name of <i>secondary</i> contact person	
Address	Address		
Postcode	Postcode		
Phone	Day	Day	
	Mobile	Mobile	
	After hours	After hours	
	Email	Email	

Postal Address for invoice (if different to primary contact person)

Booking Requirements

*Note: **Booking time must include set-up and clean-up time.** Please make sure you calculate this into your booking to avoid clashes with other bookings.*

One-Off Event

Liffey Stadium ☐ Nicholas Hall ☐ Habgood Lounge ☐ Baylis Lounge ☐ Tod Lounge ☐

Main Kitchen ☐ Bar ☐ FitzGerald Room ☐ Green Room ☐ Change Rooms (4) ☐

Umpires/ First Aid Room ☐ Mezzanine ☐

On _____ between _____ am/pm and _____ am/pm

After Function Cleaning Service Required ☐ Room Set Up Required ☐ (This may incur an extra charge)

*Please note: **Payment is usually required in advance** of the date of your booking.*

*A **bond of \$250.00** may be charged in addition to room hire. A refund of the bond will be arranged after the event and is conditional upon the terms and conditions of the hire being met.*

Equipment Requirements			
<i>Please state requirements by putting a number and/or tick next to the items you require.</i>			
Lounge Chairs - 200 available		Data Projector lounge	
Hall Chairs - 200 available		Portable Data Projector	
Tables – trestle round 1800mm - 24 available		Projector Screen	
Tables – trestle 2400 x 700 – 24 available		Portable Screens (6)	
Other Tables 900 x 900 – 20 available		Whiteboard & pens	
Sound System		Flip Charts	
Lecturn		Glasses - Number/Type	
Staging (12 sections @ 2.4m x 1.2m)		Cutlery Knives Forks Spoons	
Eftpos / Til		Crockery – Plates / Cups / Bowls	
<p><u>Please provide your own laptop.</u> The data projector is PC compatible. Projectors incur a \$20 charge</p> <p>Please note: No areas or equipment other than those agreed to by both parties are to be used.</p>			

Additional information/ special requests _____

I have read the terms and conditions of hire and agree to abide by them (please tick) ☐

Name _____ Signature _____ Date _____

To confirm your booking please complete, sign and return this form to:
Lincoln Event Centre, Meijer Drive, Lincoln, or P.O Box 90, Rolleston 7643
We will complete the section below and return a copy to you.

Office Only:

Room Hire Charge _____ Per _____

Total Room Hire _____

Cleaning Charge _____

Bond Charge _____

Total Amount _____

Signed By _____

Date _____

Position _____

Lincoln Event Centre Standard Terms and Conditions of Hire

HOURS OF OPERATION: 7 days per week Times subject to use and availability

Monday to Saturday - Regular Bookings - hours are 8.00am – 11.00pm however bookings for certain activities beyond the 11.00pm timeframe will be considered on a per application basis.

Sunday Regular Bookings - hours are 8.00am – 10.00pm

One off Sport Events - Friday and Saturday – hours are 8.00am – 12.00 midnight for the sports activity with the centre closing 1.00 hour after the completion of the final event and no later than 1.00am

General Events – Dances, Concerts etc. 8.00am – 12.30am with the Car-park cleared by 1.00am

One off Special Community Events - 8.00am – 1.00am.

Note: Hirers may not enter any facility until the time booked, and all functions must end at the completion of the booked period. The booking period must include setting up, dismantling, and cleaning of the venue.

Noise: The Event Centre is situated in a residential area, and the District Plan places restrictions on the levels of noise that are acceptable at different times during the day and night. At night-time, a level of 35dBA L10 applies at any point beyond the boundary of the site between 8pm and 7:30am. To enable a variety of Community Activities to be catered for within the facility while at the same time avoiding unreasonable disturbance to neighbours, a range of **Non Compliant** activities may be held at various times during the year based on the general hours of operation above. To hold a non compliant type activity, you must apply to the Centre Manager in writing 2 months prior to the event. **Should a breach of noise restrictions occur you may incur loss of part or your entire bond.**

BOND: A bond of \$250 may be charged in addition to room hire.

CANCELLATION OF BOOKING: If you cancel your booking a cancellation fee of \$100 plus GST will apply, unless otherwise agreed. We may cancel your booking and this Hire Agreement if:

- a) We reasonably consider that the purpose for which the facilities are being hired is inappropriate or that the management or control of the event and/or the behaviour of the attendees is such that it could lead to damage to the facilities; or
- b) You have breached any of the provision of this Hire Agreement including but not limited to any failure to pay the costs of hire or any other charges invoiced to you in accordance with this Hire Agreement.

HEALTH AND SAFETY: You must comply with all the regulations and requirements as to meet the health & safety objectives of the Lincoln Event Centre. The Hirer undertakes to read and understand building evacuation procedures as displayed, and in the event of a fire to act as Fire Warden if no staff are available. A copy of the full Evacuation plan is available at the Centre office. If an accident occurs, an Accident form is to be filled out (located in the reception/ office) and it is to be reported to the Manager as soon as possible. Lincoln Event Centre has basic first aid supplies located in reception. If your hire is for sport or other uses where injuries are common, please have the necessary first aid provisions available for your participants. If your event has large numbers of the public attending you will be required to have designated Health and Safety Officers in attendance.

SMOKING: You must take all practical steps to ensure that smoking only occurs outside of the premises and away from any entrance ways. Any persons found smoking inside the premises will be required to cease immediately and/or to leave the premises.

STAFF: Centre staff are generally available between 8.30am and 5pm during weekdays. From 5.30-10.00pm Monday to Friday and Sat Sun 8.30am – 4.30pm there will be a Duty Manager on site. After 4.30pm on weekends there will be an on call Duty Manager.

STADIUM FLOOR: No foodstuffs or drinks will be allowed in the stadium without the prior permission of the Manager. Non-marking soles are to be worn in the gymnasium. **No skateboards, bikes or stiletto heels.** The floor needs to be dust mopped at the end of your hire period. If you have hired the stadium for an event which involves the consumption of food and/or drink in the stadium, Centre Management reserves the right to have the floor cleaned by a commercial cleaner at your expense.

LIQUOR: For social functions where alcohol is to be sold a Special Licence must be obtained. Application forms are available from Food and Health Standards Ltd ph. 365 1667 or the Event Centre office. You must allow at least 10 working days for processing. The licence must be displayed on the premises for the duration of the function.

TABLES & SEATING: You are responsible for setting up your tables and seating, unless otherwise arranged. Please discuss with staff when you make your booking, as set-up may incur an additional charge. Capacity is restricted by building regulations with a total capacity of 1000 allowed for the entire building.

CLEANING & RUBBISH: Appropriate cleaning equipment is provided for the rooms being hired. It is your responsibility to leave the rooms being used in a clean and tidy state. You are requested to remove excessive rubbish from the premises after your event. Please use the yellow-lidded recycle bins for any recyclable items. All kitchen equipment, bench tops and floors must be kept clean and tidy. **Should the facility not be cleaned to an acceptable standard, Centre Management reserves the right to engage the services of a commercial cleaner at the hirer's expense. Events where alcohol is to be consumed will require the services of our commercial cleaner at the hirers cost. Please discuss this with the Event Centre staff.**

LOSS OR DAMAGE: You are responsible for the costs of rectifying any damage sustained to the facilities that occurs during your hire period. You will be responsible for any damages caused by any persons attending their activity. You will also be responsible for any items found to be missing from the centre after hire. To protect the longevity of the carpet in the lounges, please refrain from consuming drinks with food colourings as these can permanently stain the carpet. Selwyn District Council accepts no responsibility for loss or damage to any property of the hirer, or any guest or invitee's property, which may be brought to the venue, whether within or outside the premises, and does not provide any insurance cover for such property, including property left secured in any storage facility which may be provided

FIRE ALARMS: It is your responsibility to ensure you are familiar with the fire alarm system and the safe evacuation of your area of responsibility in the event of a fire and or alarm. **NB: In the event of a false alarm being activated the hirer may be required to pay part or all of the call out fee the Centre is charged, which can be up to \$1000+GST.**

INSURANCE FOR EQUIPMENT STORED AT LEC

You are responsible for your own property insurance; however please advise Management of the type of equipment you are storing here.

FINANCIAL RESPONSIBILITIES:

You will be personally responsible for cost of hire and any additional charges payable by you in accordance with this Hire Agreement. You will be invoiced for the cost of hire and other charges. All such costs and charges must be paid on or before the date for payment specified in the invoice.

Overdue accounts will incur penalty interest at a rate of 10% per annum from the date that payment is due until payment is received in full. You will also be responsible for all costs incurred in connection with the collection of any unpaid costs or charges, including debt collector's fees, solicitor costs, charges and expenses on a solicitor and own client basis which will be added to the account.

LIABILITY

The Selwyn District Council/ Lincoln Event Centre is absolved from any liability that you are legally liable for, which may arise through granting this approval. You indemnify the Selwyn District Council/Lincoln Event Centre from all actions, suits, proceedings, claims, costs and demands which may be made or brought against the Selwyn District Council/Lincoln Event Centre including legal fees and costs incurred by reason of the permission granted to you and including, neglect or default of your agents, employees or sub contractors for which you are legally liable.

RESPONSIBILITY: You must:

- a) Properly manage and conduct your use of the facilities and the performance and observance of your obligations under these terms and conditions of hire;
- b) Take all steps reasonably necessary to ensure that all persons using the facilities for which you are responsible behave in an appropriate manner and to ensure the safety of persons and property and preservation of order in and around the Centre;
- c) Assure the safety of and be responsible for all activities, demonstrations, stunts, displays, promotions, equipment and conduct of your staff and personal.

You confirm that you have inspected and are satisfied as to the suitability of the facilities for your proposed use and acknowledge that the Selwyn District Council does not warrant or undertake such suitability.

REFUSAL OF ADMISSION: Centre Management may refuse admission to any person or require any person to leave the premises if, in the opinion of the Centre Management, a person:

- a) Is affected by drugs or alcohol; or
- b) Is behaving in an indecent or disorderly manner; or
- c) Annoys or is offensive to any other person (including Centre staff); or
- d) Willfully damages or destroys any part of the premises or any plant and equipment;
- e) Is a risk to the safety of others, the safety of the premises or any property within the premises; or
- f) Fails or refuses to comply with any lawful request of the Centre staff.

GENERAL:

- a) You must comply at your own expense with all applicable statutes, regulations, bylaws, consents, these terms and conditions of hire and our policies and procedures for use, occupation, safety and security of the premises.
- b) You cannot transfer any of your rights or obligations under this Hire Agreement.
- c) These conditions of hire apply to you, your employees, agents, contractors, guests and invitees and you are responsible for ensuring compliance by such persons with these terms and conditions.