



LINCOLN EVENT CENTRE

BOOKING ENQUIRY

Name of hirer _____

Event description _____

Event date and times* _____

or Regular hire from (date) _____ to (date) _____ between (times*) _____ and _____
(*ensure set up, pack down and cleaning time included)

Name of booking contact: _____ Name of on-site contact: _____

Address _____ Address _____

Postcode _____ Postcode _____

Phone Day _____ Day _____

Mobile _____ Mobile _____

After hours _____ After hours _____

Email _____ Email _____

NOTE: This booking is not guaranteed or confirmed until written confirmation is issued by Lincoln Event Centre.

For functions and event, payment is required in advance of the date of your booking. **A bond of \$250.00** may be charged in addition to hire fees. The bond refund will be arranged after the event and is conditional upon the terms and conditions of the hire being met.

Bank account details for bond refund: _____

VENUE AND EQUIPMENT REQUIREMENTS:

- | | | |
|--|---|---|
| <input type="checkbox"/> Whole Facility Hire | <input type="checkbox"/> After Function Cleaning Service Required | <input type="checkbox"/> Umpires/First Aid Room |
| <input type="checkbox"/> Liffey Stadium | <input type="checkbox"/> Nicholas Hall | <input type="checkbox"/> Habgood Lounge |
| <input type="checkbox"/> Baylis Lounge | <input type="checkbox"/> Tod Lounge | <input type="checkbox"/> Main Kitchen |
| <input type="checkbox"/> Bar | <input type="checkbox"/> Fitzgerald Room | <input type="checkbox"/> Green Room |
| <input type="checkbox"/> Change Rooms (s) | <input type="checkbox"/> Mezzanine | |

Lounge Chairs -190		Carpet	
Hall Chairs - 200 blue plastic & 200 black		Staging (12 sections - 2400mm x 1200mm)	
Tables - trestle round (1800mm) - 24		Tea/Coffee	
Tables - trestle (2400mm x 700mm) -24		Catering	
Tables - (900mm x 900mm) - 14		Room set up (lounge only)	
Lecturn		Projector or whiteboard	

To request your booking please complete sign and return this form to:
Lincoln Event Centre, Meijer Drive Lincoln P.O Box 90, Rolleston 7643
Contact: (03) 347-2983 027 674 5707 lec.enquiries@selwyn.govt.nz

Lincoln Event Centre- Standard Terms and Conditions of Hire for User

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

General Events – Dances, Concerts etc. 8.00am – 12.00am with the car-park cleared by 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.

STAFF: A Duty Manager will be present for event hires.

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. Should a breach of noise restrictions occur you may incur loss of your entire bond.

BOND: A bond of at least \$250 may be charged in addition to room hire. The bond refund will be arranged after the event and is conditional upon the terms and conditions of the hire being met.

FINANCIAL RESPONSIBILITIES:

You will be personally responsible for cost of hire and any additional charges payable by you in accordance with this Hire Agreement. **Payment of the quoted cost is required in advance** of the date of your booking. 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. 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.

CANCELLATION OF BOOKING: If you cancel your booking, the bond will be retained by the Event Centre unless otherwise agreed in writing. 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.

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

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. 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: 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. 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 venue and floor cleaned by a commercial cleaner at your expense. 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. **Events where food and alcohol is to be consumed will require the services of our commercial cleaner at the hirers cost.**

LOSS OR DAMAGE: You are responsible for the costs of rectifying any damage sustained to the facilities that occurs during your hire period. The hirer shall 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. 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.

LIABILITY: The Selwyn District Council/ Lincoln Event Centre are 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 practical to ensure that all persons using the agreed facilities and equipment 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, displays, promotions, equipment and conduct of your staff and personnel.

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 with all applicable, 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.