

VENUE HIRE AGREEMENT FOR ARTS MURIHIKU'S COMMUNITY ARTS SPACE: THE REST ROOM | WHARE TAUPUA



1. Bookings may be made on a “first come, first served” basis, via application on the website, and are subject to Arts Murihiku Board of Trustees’ approval, via the trust’s employees who manage bookings.
2. Activities should not be in conflict with the objectives of Arts Murihiku.
3. The attached forms must be completed and signed.
4. While it is permissible to move furniture, the rooms must be left set up as they were found, including floors vacuumed and toilet and kitchen floors cleaned. Failure to leave rooms tidy will result in an additional charge of \$100 to cover cleaning costs.
5. Rubbish must be removed by The Hirer and dishes must be done. Please follow the clean-up instructions in the kitchen (on the pin board)
6. Rooms **must be vacated by the set time** as stated on the application form.
7. The Hirer shall be responsible for the repair of any damage to either the building or equipment brought about by its use of the building or persons introduced to the building by The Hirer. Arts Murihiku reserves the right to require a bond to be paid.
8. The rates are as follows

**** When an exhibition is being held and the works are for sale, the room fee is replaced by a 25% commission fee.**

NOT-FOR-PROFIT ACTIVITIES:

Hours	Small Rooms	Gallery	Entire Rest Room
0-2 hrs	free	free	\$5 per hour

2 hrs plus	\$5 per hr after 2 hrs, capped at \$30 per day. (A day is defined as a period between 8am and 11:00pm)	\$10 per hr after 2 hrs, capped at \$60 per day. (A day is defined as a period between 8am and 11:00pm)	\$20 per hr after 2 hrs capped at \$100
-------------------	---	--	---

COMMERCIAL HIRER (BUSINESS-GENERATING OR FOR-PROFIT) ACTIVITIES:

Hours	Small Rooms	Gallery	Entire Rest Room
per hr	\$10 per hr, capped at \$50 per day. (A day is defined as a period between 8am and 11:00pm)	\$20 per hr, capped at \$100 per day. (A day is defined as a period between 8am and 11:00pm)	\$25 per hr, capped at \$200 per day. (A day is defined as a period between 8am and 11:00pm)

9. Fixed assets and equipment such as white board, tables, chairs, heat pump and zip, crockery etc are available for use.
10. Hirers will provide their own tea/coffee/milk and whiteboard markers.
11. Rooms must be locked at all times when no one is present. Access via code/locking arrangement to be made with Arts Murihiku’s coordinators. Arts Murihiku will be notified of the person who will be responsible for the access and locking of the building. The access code must not be given to anyone else. The hirer shall be responsible for ensuring all persons in the building as a result of the hirer’s use of the building leave the building at the end of the hire and the building is securely locked.
12. Arts Murihiku Health and Safety procedures (attached) must be followed.
13. Arts Murihiku’s COVID 19 plan, if required due to government directive, must be adhered to.

14. All organisations providing services to children must comply with the Vulnerable Children's Act 2014 which includes Police vetting of all personnel who are interacting with children must be undertaken.

15. Storage facilities may be available or included in room hire, upon application to the coordinator and outlined in the signed contract.

16. The Rest Room, Whare Taupua is situated in the Invercargill City Council's liquor ban area. If liquor is to be consumed during The Hirer's event, The Hirer will arrange to obtain a liquor licence from the Invercargill City Council at The Hirer's cost. Arts Murihiku must provide approval in writing as the leasee of the building for a liquor license to be completed.

17. Decisions made by the Arts Murihiku Board of Trustees are final and no further correspondence will be entered into.