



# events@wellington college

Wellington College  
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## INITIAL REGISTRATION OF INTEREST

Name		Company	
Address			
Telephone		<input type="checkbox"/> Home <input type="checkbox"/> Work	
Mobile		Email	
Type of Event		Date	/      /
Number of Guests		Does Event Include Alcohol?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other Requirements			

**NOTES:**  
Events @ Wellington College is now catered by Fine Cuisine – who can plan, style and manage any wedding occasion, private function or corporate event on your behalf. Their team of seasoned professionals will prepare delightful cuisine that will impress you and your guests. Experience a culinary innovation combined with a focus on freshness and quality is what makes their menus special - and at prices you can afford. They can also advise and recommend services on a number of associated event details - theming, décor, beverages, even invitations and place names.

If you wish to use another caterer, they must be on approval by Wellington College and accordingly you will then be responsible for arranging the following: a Security Officer, a Fire Officer, a Licenced Bar Manager and Cleaner.

### CONDITIONS OF HIRE:

#### AUDIO VISUAL SERVICES

Audio visual services such, as lighting, sound systems and microphones are not included in the venue hire. The hirer will need to engage Wellington College approved outside services for audio visual requirements.

#### BOND

A bond is charged for all bookings (unless specified differently). This is payable (as per the invoice) and is refunded 10-15 working days after event hire. You will be notified of any additional costs or on charges that may be deducted, otherwise the bond is refunded in full in the form of a Wellington College cheque. Bond payments are to be made by cheque. Deductions from the bond will occur if:

- venue equipment or fittings are damaged
- extra cleaning is required
- you enter into or remain within the venue outside the booked period
- rubbish is left inside and/or outside the venue

Otherwise the bond will be returned (or discarded) in full within 15 working days of the date of the function. If additional charges are incurred the refunding of the bond may be delayed. In no circumstances will the bond be refunded in cash.

#### CANCELLATION

- In the event the Hirer wishes to cancel the hire after the booking has been confirmed, the College will refund 50% of the Hirer's deposit.

- Where the Hirer wishes to cancel the hire following payment of the total amount of the hire specified of this Contract, the College will refund to the Hirer 50% of the total amount of the hire.
- The College has the right to cancel the hire no later than seven (7) days before the date of the hire. Where the College terminates the hire, it will refund to the Hirer, in full the amount of the deposit paid, and any other amount paid of the Contract (depending on the circumstances of the cancellation).
- If the College cancels the hire it will not be liable for any costs whatsoever incurred by the Hirer other than those mentioned. Nor will the College be liable to any other person with respect to the hire of the venue or the running of the event in the venue.

#### CATERING

- Wellington College's official caterer is Fine Cuisine. In only exceptional circumstances, will you be able to use an alternative caterer and this must first be approved by the Events & Communications Manager.
- Brierley Theatre will seat a maximum of 300 people for a catered meal.
- Wellington College will provide as part of the hire, 200 chairs and 20 trestle tables. Additional chairs and trestle tables are to be hired directly by the hirer or through the Caterer. Alternative tables (ie round) can be arranged through the Caterer.
- In no circumstances may glass be taken outside the venue or onto grassed areas of the College.

#### CLEANING AND RUBBISH REMOVAL

- hirers are responsible for cleaning the venue.
- chairs and tables must be cleaned and returned to their original location.
- the cleaning of the venue is to be completed within the booked period.
- hirers must remove all rubbish from the venue after their hire - this includes removal from car park and adjacent grounds.

#### CLEANING FEE

A cleaning fee is also included with the hire fee per day and covers basic cleaning duties (sweeping and mopping of floors, vacuuming of carpets and general clean of the toilets is carried out by Wellington College cleaners). It does not include commercial cleaning of carpets for spillage (ie red wine) or soiling of carpets and toilets. The cleaning fee does not cover removal of rubbish/bottles etc associated with your function. That is the hirer's responsibility.

Please note that if you are using a theming company or event planner in conjunction with Fine Cuisine, you are responsible in ensuring that either yourself as the Hirer or those whom you have contracted out

to run your event are aware and responsible for removing all rubbish, bottles, decorating and theming material off the premises by the closure of your contract and that toilets and toilet floors are left clean (apart from used handtowels). This also includes the outside entrance area of Firth Hall.

#### **FIRE SAFETY**

Every hirer is required to be familiar with the procedure for evacuation of the facility in case of fire, and for following instructions of the appointed fire warden. The appointed fire warden must ensure that all means of egress are checked twice during the hire period - once on entering the facility, and once during the course of the function. In case of fire, evacuation the facility immediately then notify the Fire Brigade by phoning 111.

#### **HIRE CHARGES AND PAYMENTS**

All payments must be paid by the date specified on the customer invoice. If charges are not paid by the due date, Wellington College reserves the right to cancel your booking. The hirer's contract must be signed by a person 18 years of age and over and returned to the Events & Communications Manager at least ten days before the function date.

#### **HOURS OF USE**

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.

#### **INDEMNITY AND SAFETY**

On the signing of this Contract the Hirer agrees to indemnify the College in respect of any breach or failure to observe any of the requirements referred to in this Contract. The Hirer further agrees to indemnify the College against all actions, suits, claims, costs or expenses relating to any accident or injury to property or persons which may be brought against or awarded against the College as a consequence of the Hirer's use of the venue.

#### **LIQUOR LICENCE**

No liquor is to be sold, supplied or consumed without a Special License from the Liquor Licensing Agency. Application forms are available on request and application must be made at least 25 working days before the event date. This includes a 20 day statutory waiting period under the Sale of the Liquor Act 1989. The licence must be displayed on the premises throughout the duration of the function.

#### **LOSS OR DAMAGE**

Wellington College 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.

#### **NOISE**

Noise from amplifiers and loudspeakers must be kept to a moderate level at all times. Failure to comply with this condition may result in the early closure of your function and/or a significant fine. Council officers may issue an infringement fine under the Resource Management Act 1991 for a prescribed value of \$500 if non-compliance to a Direction to Abate Excessive Noise is detected. Noise levels during the period of hire must be in accordance with the approval granted to the College for the hire of the venue.

The technical levels, as measured at the boundary of the College shall not exceed the following:

- |     |                     |               |             |
|-----|---------------------|---------------|-------------|
| (a) | Monday to Saturday: | 7 am to 10 pm | 45dBA (L10) |
| (b) | At all other times: |               | 40dBA (L10) |

All events must conclude by 1.00am unless you have made arrangements with the Wellington College Caterer.

#### **PROHIBITED**

- no smoking or chewing gum in any venue. Please note that Wellington College is entirely Smoke-Free and any evidence of smoking in conjunction with your event must be removed by yourself from the College grounds. In the event of a fine being issued to the College for guests smoking on the premises or within the College grounds, the hirer must meet that fine themselves.
- no use of ballroom powder, confetti or glitter
- no decorations or scenery may be attached to, or hung from any part

of the venue without prior written approval of Wellington College

- no open fires, smoke machines or kerosene lamps. Barbecues or spits are not to be used inside any facility of Wellington College. If a fire alarm is set off by the use of these items then a charge will be incurred.

#### **PURPOSE OF HIRE**

- The Hirer must not use the venue for any unlawful activity.
- The Hirer must not use the venue for a purpose other than that stated on the application form, without the Events & Communications Manager's permission.

#### **RESPONSIBILITY**

- The Hirer will be financially responsible for any damage to or loss from the venue, building or fittings and chattels during the use of the venue by the Hirer. The College will arrange any repairs or reinstatement in relation to the venue, buildings or fittings and chattels and all associated costs will be deducted from the Hirer's bond or charged to the Hirer for immediate reimbursement to the College.
- Any legal expenses incurred by the College in relation to the recovery of such costs are the responsibility of the Hirer.
- The Hirer agrees to abide by all the terms and conditions of this Contract.
- In the event of any breach or failure to observe the terms and conditions of this Contract, the College will charge the Hirer for any resulting damage or loss. The College reserves the right to withhold and/or forfeit any part or the entire bond as compensation.
- The Hirer is liable for the full extent of any damage or loss the cost of which is in excess of the value of the amount of the bond.
- Use of the venue is at the entire risk of the Hirer.

#### **SECURITY**

The hirer is responsible for securing the facility upon completion of the function. Ensure:

- all lights, heaters, stoves and electrical appliances are turned off
- windows and doors are closed and locked
- If keys are provided and are subsequently lost, or the premises are not secured at the conclusion of the period of hire, the Hirer will be responsible for any resulting loss including the cost of replacement keys and/or locks for the venue. The cost of re-keying is around \$1200.00 and will be invoiced to the hirer if the keys are not returned by the end of the hire period.
- A security guard may be required for functions involving alcohol, socials, or at the discretion of Wellington College. The hirer will need to provide the security guard.