

Venue Hire Bookings Policy – Meeting Rooms, Courthouse & Rangatahi Hub

Purpose

The Wairarapa Events Centre has several drivers regarding the occupancy of our venue and spaces, these include our MOU groups, community and industry access, and financial sustainability. This Venue Hire Booking Policy aims to set some base criteria and systems, to meet the needs of our business. It provides clear guidelines for the reservation of spaces and associated costs, payments schedules and cancellation policy.

Policy

Enquiries & Confirmation of booking

Enquiries for venue availability, pricing and basic information occur regularly. These are simply enquiries and do not constitute a confirmed booking. A booking is considered to be confirmed when it is entered into Venue Manager and an acknowledgement of a confirmed booking is given in writing by a member of the Event Centre Team.

Rates and Charges

Venue hire and equipment rates for the Wairarapa Event Centre are available on the Carterton District Council website, those these rates are subject to change. The Wairarapa Events Centre operates a two-tiered venue hire system, offering both Commercial and Community rates.

If you require an estimate of costs for venue hire and any associated equipment or services, then venue staff can provide a cost estimate. Any additional usage (e.g. additional equipment or extended hours) will be added to the final invoice for hire.

Community Rate and Discounts

A Community Rate is available upon application and granted at the sole discretion of the venue.

The Event Centre Team Leader, or delegate, may also choose to fully or partially waive booking charges in certain circumstances. Decisions to waive charges or to apply the community rate discounts are at the centre's discretion, but for external bookings may take into account:

- i. the connection of the event to the Carterton District Council
- ii. the value of the event to the wider community
- iii. the financial/commercial status of the applicant organisation and/or the

event, and

- iv. impacts for the Carterton District Council in holding the event, including actual, potential and opportunity costs.

Payment Schedule

The full cost of the venue hire, equipment and services charges will be invoiced as soon as practicable after the End Date of the Hire Period.

* Invoices are issued by the Carterton District Council and require payment according to the council Terms & Conditions.

Cancellations

Either the Hirer or the venue may cancel the Event at any time prior to the expiry of the Hire Period, subject to the following provisions.

If the Hirer cancels the Event for any reason, the following cancellation provisions will apply. Where cancellation occurs within:

1. 7 days of the Event or earlier, no venue hire fee is payable.
2. 3 days of the Event, 50% of the Venue Hire fee will apply.
3. 24 hours prior to the event, 100% of the venue hire fee will apply.
4. If the hirer does not notify the venue of a cancellation prior to the start of the hire period, then 100% of all estimated costs (including equipment hire and services) will apply.

If the venue cancels the Event on the grounds that:

1. The Hirer has failed to pay any sum of money payable to the venue on the due date for payment; or
2. the Event is presented or conducted by the Hirer other than in accordance with the Event content approved by the venue; or
 - a. the Hirer (being a natural person) has an order of bankruptcy made against him/her/they or (being a company) has a Receiver appointed over its business or undertaking or has an application for liquidation made against it; or
 - b. the Hirer (being a natural person) dies or (being a company) is removed from the Register of Companies; then

The venue may, in its absolute discretion, retain or, if not paid in full, require the Hirer to pay all of the Venue Hire Fee and any other costs incurred or losses suffered by the venue

(including without limitation, loss of profits) which are certified by the venue as having been so incurred or suffered by it as a result of the cancellation of the hire of the Venue in addition to any other liability of the Hirer under the venue hire agreement.

If the venue cancels the Event for any other reason, the venue shall refund to the Hirer any Hire Charges paid by the Hirer.

Exceptions

Exceptions to the above may be negotiated on a case by case basis by individual Hirers and the venue.