

GORE MULTISPORTS COMPLEX - MLT EVENT CENTRE

Conditions of Hire and Use

Hire Charges / Cancellations / Conditions

All hire charges and other fees for the use of the event centre shall be paid five working days in advance unless otherwise arranged. Requests for charging/invoicing of hire and associated fees must be made at the time of booking and approval is at the discretion of management.

Cancellations - Five days' notice, in writing, is required for all cancellations, change of bookings and times. For exclusive hire, that requires closure of the event centre to the public 21 days' notice, in writing, is required.

Management reserves the right to charge hire and associated fees for failure to meet cancellation notification terms.

A deposit / bond may be charged for any booking where the entire event centre is booked. Any bond payment will be fully refunded within seven working days of completion of hire, providing the following conditions are met:

- The event centre is left in a clean and tidy state and there is no damage to event centre floor, walls, fixtures and fittings.
- The premises are vacated on time.

The manager, or nominee, may refuse any application of hire, waiver specific terms or conditions, or cancel any booking without providing a reason. Such action will be confirmed in writing.

The manager or nominee has right of entry at all times during any booking.

Prior to usage the hirer must provide, in writing, the names and contact details, including the phone number and email address, of at least two people who will be responsible for the hire.

Exclusive booking of event centre

- An appointed person must meet with the Event Centre Supervisor, or his representative, to discuss fire evacuation and health and safety issues prior to the booking.
- Appointment slips will be sent out each October with the booking information packs, containing the forms for booking requirements, for the following year.
- Approval from event centre management is required for all exclusive bookings.
- Advertising the closure of the event centre for an exclusive booking will be charged to the hirer.

General

- A telephone is available to hirers at reception for emergency use only.
- Food is NOT permitted in the court area.
- Prams are NOT permitted beyond court one.
- Inappropriate behaviour and control of groups is to be dealt with by the coach, teacher and/or guardian-in-charge of the group. If event centre management have to intervene, a temporary suspension from the event centre may occur.
- Lost property will be stored at reception for one month, after which it will be sent to the Salvation Army shop. Please contact the event centre, if you have an inquiry.
- Tables and chairs are not available. Should the hirer arrange their own furniture please ensure all chair and table legs have protective fittings to prevent damage to the event centre floor.
- The use of a beer tanker at the event centre is PROHIBITED
 - Evening functions must comply with conditions as set out in the resource consent decision for the multisports complex, in conjunction with approval from the Gore District Council and the multisports complex management. The event centre must be cleaned after a function. This is considered part of the hire time.
- Advertising: The hirers' attention is drawn to the provisions of the Gore District Council's District Plan which regulates advertising. All forms of advertising must comply with the plan and have the appropriate Council consents. The Council may designate a specific area on site for any advertising.
- Copyright fees: The hirer is responsible for any copyright fees which might be claimed by the Australasian Performing Right Association. The hirer of the event centre must indemnify management against any copyright fee claims.
- The playing of music is prohibited, unless approved by management.

Care of Event Centre

- Any damage to event centre fittings or fixtures during the term of the hire is the responsibility of the hirer. A full inspection will be completed at the conclusion of the booking to assess a bond refund.
- Any damage to the event centre, fittings or fixtures shall be immediately notified to the event centre supervisor. The hirer will be held responsible for the full repair or replacement value of the damage.
- Event centre management recommend regular checks, ideally at 30 minute intervals, of toilets and changing facilities to ensure there is no graffiti or vandalism taking place.

- The hirer is responsible for leaving the event centre in a clean and tidy condition at the conclusion of the function. If cleaning is not carried out to a satisfactory standard and the event centre supervisor is required to complete the work, the hirer will be charged accordingly.
- No decorations are to be fixed in the event centre without management approval. If approval is gained, all decorations must be completely removed at the completion of hire. The hirer will be charged for the repair of any damage that may be caused by decorations.
- All windows are to be shut and doors locked and fastened.
- No hirer is to install additional power or lighting in the event centre without prior approval from the event centre supervisor.
- Please note that smoking is prohibited in all areas of the event centre.
- Parking on grassed areas surrounding the centre is prohibited at all times.

Security

- It is the responsibility of the hirer to maintain security at the facility during and at completion of their booking. This includes ensuring lights are turned off, all people are out of the building and the building is locked up at the hire completion. If any vandalism occurs during or following hire when the centre is still the responsibility of the hirer, that person will be liable for any charges relating to repairs or replacement.

Health and Safety Policy

MLT Event Centre Management's Health and Safety Policy

MLT event centre management is committed to maintaining a safe and healthy working environment for the safety and health of our employees and other persons in our place of work.

Health and safety is EVERYONES' business and every employee is expected to share in our commitment to avoid all accidents/incidents which may cause personal injury, property damage or loss of any kind.

EVERY EMPLOYEE IS EXPECTED to act safely at all times to ensure their own welfare and that of their fellow employees and others in their place of work.

This facility is covered under the Gore District Council's Health and Safety Policy

- Ensure any hazards (potential or actual) or accidents (actual or near misses) are reported to staff. Incident / accident forms are located in the event centre first aid room. These must be completed by the person in charge of the group and returned to reception.
- Consumption of food and drink is limited to designated areas and NOT permitted on the court area.
- Glass bottles / containers are prohibited in the facility and the surrounding area, including the car park.
- Chewing gum is prohibited in the facility.
- Exits must be kept clear and visible at all times.

- No cooking equipment, other than that supplied with the hire, may be used at the event centre at any time.
- It is recommended that each hirer has a person qualified in first-aid present, with appropriate equipment, during the hire.
- Any accidents involving blood spillage are the responsibility of the coach, teacher and/or guardian-in-charge of the group and must be cleaned up. Cleaning equipment is stored in the event centre first aid room. A list of procedures is located inside the first aid room.

Fire Safety Procedures

The person hiring the event centre on behalf of a group, club or other organisation shall be responsible to see that fire safety regulations, relating to the event centre, are strictly adhered to during the hire.

They must familiarise themselves with the location of the fire alarms, extinguishers, exits and designated evacuation assembly areas. This information is clearly displayed in a number of prominent places throughout the building.

In the event of an incident that requires the building to be evacuated, the hirer shall assume the role of **attendant/warden** and proceed to organise the evacuation, via the exits, to the designated assembly area. This includes a check of the toilets and changing rooms, plus all other rooms, to ensure the event centre is completely cleared.

If a FIRE or other EMERGENCY occurs during your hire period, the warden must ensure the following procedures are carried out:

The Fire Service (NZFS) must be advised as soon as possible. Dial 91 – 111

- Assist all occupants in the area to leave the building via the nearest, safe exit
- Check toilets and other store rooms
- Ensure critical appliances and systems, such as heaters, are turned off
- The hirer must remain as close as safely possible to the building to prevent re-entry and to be on hand to advise the Fire Service on their arrival
- Compliance with the NZFS evacuation scheme

The maximum number of occupants permitted in the event centre, in accordance with fire safety regulations, is 1000. Recommended supervision and security ratios are:

- 0 – 10 persons 1 attendant
- 11 – 300 persons 2 attendants
- 301 – 500 persons 3 attendants
- 501 – 1000 persons 4 attendants
- Over 1000 persons Seek GDC approval 30 days in advance of the proposed event

Should an alarm be activated under false pretenses, the hirer will be automatically charged a minimum of \$300.00 plus GST to recover the cost involved.

Inquiries / Comments

If you have any inquiries, wish to make future bookings or have any comments/suggestions you would like to make to improve our service please contact:

The MLT Event Centre Supervisor, phone (03) 203 9128

The Gore Multisports Complex management trusts your organisation has a safe and enjoyable experience during your hire. We hope we can continue to be of service to you in the future.

MLT EVENT CENTRE BOOKING POLICY 2008

BACKGROUND

The MLT Event Centre's purpose is to serve the Gore District community as a key multi-purpose venue for hosting sporting, leisure, trade and cultural activities, and events.

We have set some key goals this year that the Council supports. Those that relate to your use of the event centre are as follows:

- 25,000 visitors annually
- Securing long term tenure of two to three 'anchor' high profile teams or multi-use events
- Securing financial support and business partners that can deliver returns to assist community access and utilisation
- Attracting key high profile events that showcase the event centre and Gore District to wider New Zealand
- Provide a convention and trade show centre and attract three to five such events per annum
- Provide a high quality venue with 1000 bookings per year

As use of the event centre increases we are conscious of the need to carefully consider how we maintain a balance between the competing interests for use. We intend to use the following policy and procedures with respect to taking bookings and assessing which events and users will have priority.

The following matrix will be used to assess the various users of the event centre and the conditions that apply to accepting bookings and amending bookings, as and when necessary.

USER ASSESSMENT MATRIX

To assist event centre management consider booking priority and possibly bumping events/users, we have adopted a matrix that considers factors consistent with the business plan and objectives of event centre management. The factors considered are:

- Financial yield / return
- The profile the user/event brings to the event centre and Gore District
- Community return (number of heads and type of event)

- Networks the event/user brings to the event centre

Financial Return	\$1,000+ per event day High	II	II	I
	Med	IV	III	II
	\$<300 Low	V	IV	III
		Low	Med	High

BUSINESS AIMS MATCH

Business Aims Match is a subjective measure, in the opinion of event centre management, of the return the event/user makes towards the aims and objectives, considering the

- Contribution to attracting visitors
- Profile the hire brings to the event centre and/or Gore District.

Type I: High Yield and either High Community Interest or High Profile

Examples might include:

- Test matches for high profile sports (International or National Champs)
- Commercial events with high community interest or high profile
- Regular high profile events and commercial rate users

Type II: High in one; Medium in other

Examples might include:

- National Championships for high profile sports at senior level eg netball championships
- Commercial events with medium returns for community/profile.
- Lower profile events
- Large scale commercial meetings & events.
- Large cultural/religious festivals of national or regional significance
Regional (Southland) of South Island

Type III: Either High in one and/or in other or medium in both

Examples might include:

- Regular users with high participation & frequency (eg Weekly scheduled sporting events)
- Gore or Southland “local” events.
- Lower profile national tournaments and regional tournaments
- Commercial meetings – smaller scale.

- Community tournaments.
- Cultural/religious events - small to medium scale.
- Filming

Training times for high profile teams will be allocated alongside Type 3 events with the aim of providing our home teams some allocation of peak hour training times by negotiation with event centre management.

Type IV: Medium in one and low in other

Examples might include:

- Regular Users with low participation and/or frequency
- Council workshops / meetings, high community participation meeting – eg public forum

Type V Low / Low in both categories

Examples might include:

- Training times for local teams
- Casual court hire
- Low frequency – low participation meetings.

MLT EVENT CENTRE BUMPING POLICY

While some discretion will be applied to what bookings we accept and consideration will be given to the number of events we may host, the following will be used as a guideline by management in deciding to bump bookings when deemed necessary:

Type 1 and 2 Major events that will take priority over bookings with the ability to “bump” other users of required

Type 3,4 and 5 May be bumped for type 1 and 2 events

Notice of amendments:

Wherever possible as much notice of a change will be given. However, as a worst case scenario the event centre may bump events at

Type 3 and 4 Minimum 30 days’ notice best endeavours will be used to give as much advanced notice as possible from event confirmation date.

Type 5 Minimum 24 hours - best endeavours will be made to give as much advance notice as possible.

BOOKING PROCESS

For all bookings

Bookings can be made directly with the Gore Multisports Complex Reception. Where clarification is required, users should contact the MLT Event Centre Manager. For all bookings, a signed ‘Waiver of Liability’ from the ‘CONDITIONS OF HIRE AND USE’ will be required, the ‘Waiver of Liability’ will cover

the hirer for one year. No booking is confirmed until the hirer has received a written confirmation, will be provided with time, court booked, equipment to be set up and the cost of hire.

A bond will need to be paid prior to hire when the entire event centre/event centre? is booked. The bond will be refunded following completion of the event and an inspection by the supervisor.

The value of the bond shall be \$500 for commercial users.

For scheduled bookings

Each November advance bookings for the event centre shall be advertised for the coming year. In December the bookings shall be scheduled, clashes discussed with users and resolved in January. The annual booking schedule shall be confirmed by 1 February.

School Bookings

Each November advance bookings for the event centre shall be advertised for the coming year. In December the bookings shall be scheduled, clashes discussed with users and resolved in January. The annual booking schedule shall be confirmed by 1 February. Annual and major school events should be booked in this way.

Other bookings required by schools throughout the year need to be booked with event centre reception 10 working days prior to usage.

Free time in the event centre booking schedule may be filled by schools on a day by day basis.

- School usage during term time for schools covered by the Ministry of Education Agreement are free-of-charge.
- School events ie fundraising, productions, shows, formal events shall be booked during the annual booking round in November and are free-of-charge.
- Schools utilising free time in the booking schedule will not be charged.
- All bookings outside the stated parameters shall be charged at normal rates.
- All schools using the event centre **must** call in at reception and give the total number of persons attending for the day. This number will include any spectators.

DISPUTES PROCESS

Whenever a dispute arises relating to the hire and/or use of the event centre, the issue shall be resolved by way of a discussion between the aggrieved party and event centre management.

DECLARATION

“We the undersigned users hereby agree to abide by and comply with the terms and conditions of our hire as set out in this document”.

Signed on behalf of the user

Print name

Signed

Date

Position

Email

Signed on behalf of the Gore Multisports Complex, MLT Event Centre Management

Print name

Signed

Date

Position

MLT EVENT CENTRE BOND PAYMENT WAIVER

I acknowledge that in pursuing and being granted a waiver from the payment of a bond for the hire of the event centre, I agree to be personally liable for any damage to the centre’s fixtures, fittings, chattels, windows, walls, floors and all other equipment associated with the centre.

In agreeing to this liability, I further acknowledge and agree that I will pay for the cost of any repairs required as a result of damage caused during the hire period, within 20 working days of receiving a tax invoice from the Gore District Council, and further acknowledge that this debt may include labour, materials and travel costs of a reputable contractor.

This waiver will last the term of one year.

Print Full Name

Address
.....

Telephone
Home/work

Cell phone

Email

Signature
(Hirer)

.....
(Witness)

Date