

Hire Agreement

South Waikato Sport & Events Centre

1. Stadium Sports Floor: No food or drink in the stadium, except for contained sports bottles. Non marking indoor court shoes only to be worn in the Arena. This is a must and will be policed. Please inform all of your members.
2. No smoking within the South Waikato Sport & Events Centre. Smoking is only permitted in the car park area beside the water fountain.
3. First Aid: Please ensure you carry your own basic First Aid kit including taping. If you borrow any first aid equipment from the venue (including icepacks) it must be signed for and returned to reception after use. Any use of Venue First Aid requires an Accident/Incident Report form to be completed.
4. The space is to be utilised for the intended purpose only. The space cannot be sublet out to other groups.
5. The hirer and those associated with them are restricted to the area and times they have hired.
6. Your times are specified in your arrangement. If your event exceeds the times stated in your contract you will be charged accordingly.
7. Please advise us when booking your space, any club championships, competitions, AGMs etc.
8. The hirer is responsible for the control of participants and spectators while at the South Waikato Sport & Events Centre. Spectators where possible should be viewing game play from the seated gallery area.
9. All damage or faults to be reported immediately. The hirer is responsible for any intentional damage, breakage or pilferage sustained to the venue, equipment or fittings by the client or guests of the client or any other persons attending the conference or event.
10. Nothing is to be nailed, screwed, stapled or adhered to the walls, doors or other surface within the South Waikato Sport & Events Centre without consent of a member of South Waikato Sport & Events Centre staff.
11. The hirer may be held liable to recompense additional charges to the South Waikato Sport and Events Centre if your hireage results either, in extraordinary cleaning having to be done, or in damage to the Centre itself, or damage or breakage to any of the Centre's items, fittings or equipment. South Waikato Sport and Events Centre will arrange for any extraordinary cleaning that is required, any repairs to damage caused, and/or replacement of any items or equipment that is/are beyond repair, and will invoice the cost to the hirer for payment.
12. Liquor must not be brought into the premises unless an express arrangement has been made with the Centre Manager.
13. Any groups hiring the Centre's facilities for an event or function that wish to sell food and/or beverages to users/participants or the public must obtain permission from the Centre Manager.
14. Any groups hiring the Centre's facilities for a large event or function who are supplying food to users including the public may incur an additional cleaning fee. The size, timing and extent of the function or event will be factors considered when setting the fee.

15. In the event of the Fire Alarm sounding all people must exit the building via the closest exit and congregate in the main car park or on the oval field.

16. There may be instances due to unforeseen circumstances South Waikato Sport & Events Centre is unable to offer you your preferred venue. In these instances we would give you as much notice as possible and we would attempt to find you an alternative venue which will suit your requirements.

17. South Waikato Sport & Events Centre will not accept responsibility for the loss or damage of clients' property or merchandise left in the establishment of the South Waikato Sport & Events Centre prior, during or after the event.

18. The hirer has read and understands the Events Centre Hazard ID form and will take all reasonable steps to fulfil the actions for controlling the identified hazards.

Name of Club/Organisation:

Contact Name:

Postal Address:

Contact Phone:

Numbers/e-mail:

Date:

Hireage dates from:

to:

Time

from:

to:

Signature of the club contact
