

**Les Munro Centre General Conditions of Hire**

1. No booking will be confirmed until the 10% deposit and return of this signed agreement has been received by the Waitomo District Council.
2. No use of the premises or any part thereof, provisional or otherwise, can be made until the rental bond and any incidental charges have been paid or arranged for to the satisfaction of the Customer Services Team.
3. Sub-letting of the premises or any thereof, is absolutely prohibited and will not be recognized under circumstances, except under the consent of the Waitomo District Council.
4. The hirer will be responsible for, and be required to pay full restitution costs of any loss or damage to the property, building, furniture or equipment which exceeds the bond.
5. Performing rights: The Council hereby notifies all persons that they must obtain permission from all parties interested in the copyright of the performing Right of any matter it is proposed to use for the entertainment purpose before using the same, and the Council hereby explicitly forbids the use of any such matter without such permission and the hirer shall keep Waitomo District Council indemnified against any claims as may be made in respect of the Performing Rights.
6. No hirer shall alter, remove or interfere with any lighting, sound or heating equipment, or stage property without consent of the Waitomo District Council.
7. No bills, placards or advertising matter of any description will be permitted on any part of the premises or approaches thereto, save only as permitted by the Waitomo District Council.
8. No tacks, nails, screws or stables shall be driven in any part of the premises. Confetti is not to be used in or around the Centre. Blue-tack is permitted to adhere material to walls and high level wires are installed for attaching banners, posters and flags.
9. All means of access and agress must be kept clear at all times and there shall be no parking in the alighting area outside the front doors of the Centre.
10. In the event of any dispute or difference arising as a interpretation of this agreement or as to any matter or thing therein contained, or as to the meaning of these term and conditions, the decisions of the Waitomo District Council shall be final and conclusive.
11. In the event of cancellation; if the booking is cancelled within 15 to 90 days of the event, the 10% deposit will be retained. If the booking is cancelled within 14 days of the event, a fee equivalent to 50% of the hireage fee will be payable.
12. The loads on the floor of the Centre are not to exceed 350kg per square meter and equipment and plant or other materials are not to be moved over the floors unless conveyed on an approved rubber tyred trolley or conveyance.
13. Hirers are required to clean up the premises and grounds by 8.00am on the day following the function, unless other arrangements have been made to the satisfaction of Waitomo District Council. Any cleaning undertaken by the Councils cleaner as a result of unsatisfactory cleaning will be a charge against the hirer.
14. The Council will not be responsible for any claim arising out of the hire.
15. During the course of any function all lights in the Centre are to be left on at all times unless alternative arrangements are approved by the Waitomo District Council.
16. The hirer shall in every way confirm to the provisions of the Waitomo District Council’s Bylaws and the Sale and Supply of Alcohol Act 2012.
17. Waitomo District Council reserves the right to refuse any application or cancel or transfer any letting of Centre as it may deem fit.
18. Waitomo District Council will provide a security guard at the Centre for all 21st birthdays and music concerts, which will be an additional cost to the hirer.
19. No tables / chairs are to be located within 1.5 metres of the air conditioning inlets.
20. No smoke machines are permitted to be used on the premises.