

Hastie Venue Hire Agreement

Hastie Avenue Māngere Bridge, Auckland 2022

Private bedroom is excluded from hire.

Capacity: Indoor: 231 SQM, Guests: 750 Maximum using outdoor space.

1. RULES OF USE

1.1.1 Staff Presence

- Venue staff or venue elected representatives must be present at all times.

1.1.2 Anonymity

- Exact Location may only be announced to attendees on the day of the event.

1.1.3 Safe Environment

- We operate a zero-tolerance policy for racism, sexism, homophobia, misogyny, ableism, or any abusive behaviour.
- Any offender will be removed immediately.

1.1.4 Parking

- No parking in the neighbouring commercial spaces across the street (this has previously caused serious issues and shutdown).
- On-site parking is limited to **5 crew cars** (when space allows).
- Do not park in front of roller doors. Breaches may result in event termination.

1.1.5 Glassware

- **Glass is not permitted.**
- If absolutely necessary, a **\$500 cleaning surcharge** applies for glass.

1.1.6 Alcohol & Conduct

- This venue is **not suitable for alcohol-driven events**.
- Any event where alcohol is present is strictly R18.
- Events that promote drinking as the primary focus will be blacklisted and may be shut down immediately without refund.
- Alcohol sales are strictly prohibited unless a legally valid **catering license** is presented and approved. Please check with the venue before applying and note extra costs on top of event fee for running a bar.
- The venue reserves the right to close down any event, without refund, if:

- violence occurs
- overconsumption creates safety risks
- attendees drink outside the venue or disturb neighbours
- police are called.

1.1.7 Street Behaviour

- Attendees must not loiter outside the venue.
- Public disruption risks shutdown.

1.1.8 Property Care

- Nothing may be screwed, nailed, or hammered into walls.
- **ROLLER DOORS: Do not stop mid-operation. Doors must fully open/close.**
 - Damage or derailing will result in full repair liability.

1.1.9 Power & Smoking

- No daisy-chaining of power cords.
- No smoking indoors.

1.2.0 Music

- Music must finish by **6:00 am** at the latest.

1.2.1 Sales

- Venue reserves the right to sell water, soft drinks, and snacks during events.

1.2.2 Photography

- Venue reserves the right to take promotional videos or photos of your event to use after the event on their social media pages, website or other promotional materials

2 CONDITIONS

2.1.1 Rates

- Any event starting after **8pm** triggers a **\$4,000 minimum charge**. Charge is based on when event is, and how long including setup and full removal.
- Setup and pack-down hours must be INCLUDED in quoted time. We don't store gear outside of allotted agreement time and won't be responsible if your gear is removed.

2.1.2 Catering License—Related Charges

- If a catering license that allows the sale of alcohol is obtained, venue takes **10% of gross bar revenue** or an agreed flat fee.
- To determine the 10% the venue must use a POS the venue can view over the course of the evening or provide a full printout/digital copy from POS at close. + cash audit.

2.1.3 Deposit & Payments

- **Deposit:** 50% of total event cost, payable upon booking. Booking confirmed on receipt of deposit. Deposit is non refundable.
- **Balance:** Full event hire fee payable in cash **on the day of the event, on top of the deposit.**
- **Deposit Refund:** Deposit returned at agreed end time provided venue is vacated on time and no damage is caused or gear left behind.
- Overstay or damage = complete deposit forfeiture. Any damage or other costs caused by Organiser above deposit must also be paid.

2.1.4 Site Visit

- One pre-event site visit is included.

2.1.5 Health & Safety

- Event organisers must provide a **Health & Safety Plan** and **Emergency Plan** for all public events.
- At least **1 responsible adult per 25 attendees** is required.
- Events with **100 + attendees** or of a public nature require:
 - **Event Liability Insurance**
 - **Minimum 2 licensed security guards** present for event duration.

2.1.6 Facilities & Amenities

- Toilets, there are 2 fixed toilets on site with lockable cubicles, one open toilet (urinal).
 - Events exceeding 150 attendees require portaloos (per legally required limits.)
 - Venue supplies DJ Booth, Scaffolding Rig and Projector.
 - Lockable Green Room with own entrance can be booked for an extra fee.
- Organiser must supply:
 - Water cups or otherwise to use from drink fountain. (Or attendees can bring their own.) We encourage you to think about the environment and not bring cups, encourage attendees to bring a drink bottle.
 - Sound system and DJ gear is not provided.

- You must hire a minimum 2 security minimum for events over 100 people and minimum 4 for events over 250 tickets sold.
- One general staff member to refill toilet paper and collect empty vessels and cups.

2.1.7 Cleaning

- Standard cleaning is included in the price. Excessive mess or damage incurs additional charges. Glass service (ie glass given to punters) from bar incurs \$500 extra. If you have a licensed bar you are responsible for all the bar waste, cans, and trash and cleaning of that.
- You must remove any decorations, furniture, barrels, drums or larger objections. Cleaning only includes can and day to day waste (paper, drink boxes, etc). If it doesn't fit in a 40L rubbish bag you must remove it.
- Use of smoke machine incurs a \$250 cleaning fee (the machine leaves residue across every surface any requires extra cleaning).

2.1.8 Liability

- Organisers are fully responsible and legally liable for:
 - Guests' health and safety
 - Any fines, property damage, or misconduct
 - Insurance compliance
 - Venue is not liable for external workers (decorators, bar staff, security, or any other Organiser's Staff.) The Organisers is solely responsible and must carry their own insurance and make sure any paid or unpaid member of the Organiser's staff is competent, insured, and Organisers and their staff follows all NZ Health & Safety laws.
- Organisers agrees that Venue is not liable or responsible for personal or hired equipment or any other gear bought in by Organiser.

2.1.9 Kitchen

- Kitchen use is not included unless agreed upon (worked into deal for catering licenses)
- Use of Coffee Machine is not included, without prior consent (sale of coffee incurs fees.)
- Venue does not supply plates, cups, cutlery, cups, and serving ware.
- Please ask your guests to bring mugs or bottles for water.

2.2.0 Termination Clause

- Event may be shut down at any time for rule violations.
- No refunds will be given in such cases.

3. EXTRAs

- Catering License (10% of Gross)
- Green Room Use (\$250) - As is with bed and some storage (there is space for 5-6 chairs and a table.)
- Smoke Machine (\$250)
- Coffee Machine with Coffee Beans (no cups) (\$300)

5. DATE & FEE

Date(s) of booking : _____

Time of Entrance: _____ **Until:** _____

Price : _____ **Deposit (50%):** _____

5. SIGNATURES

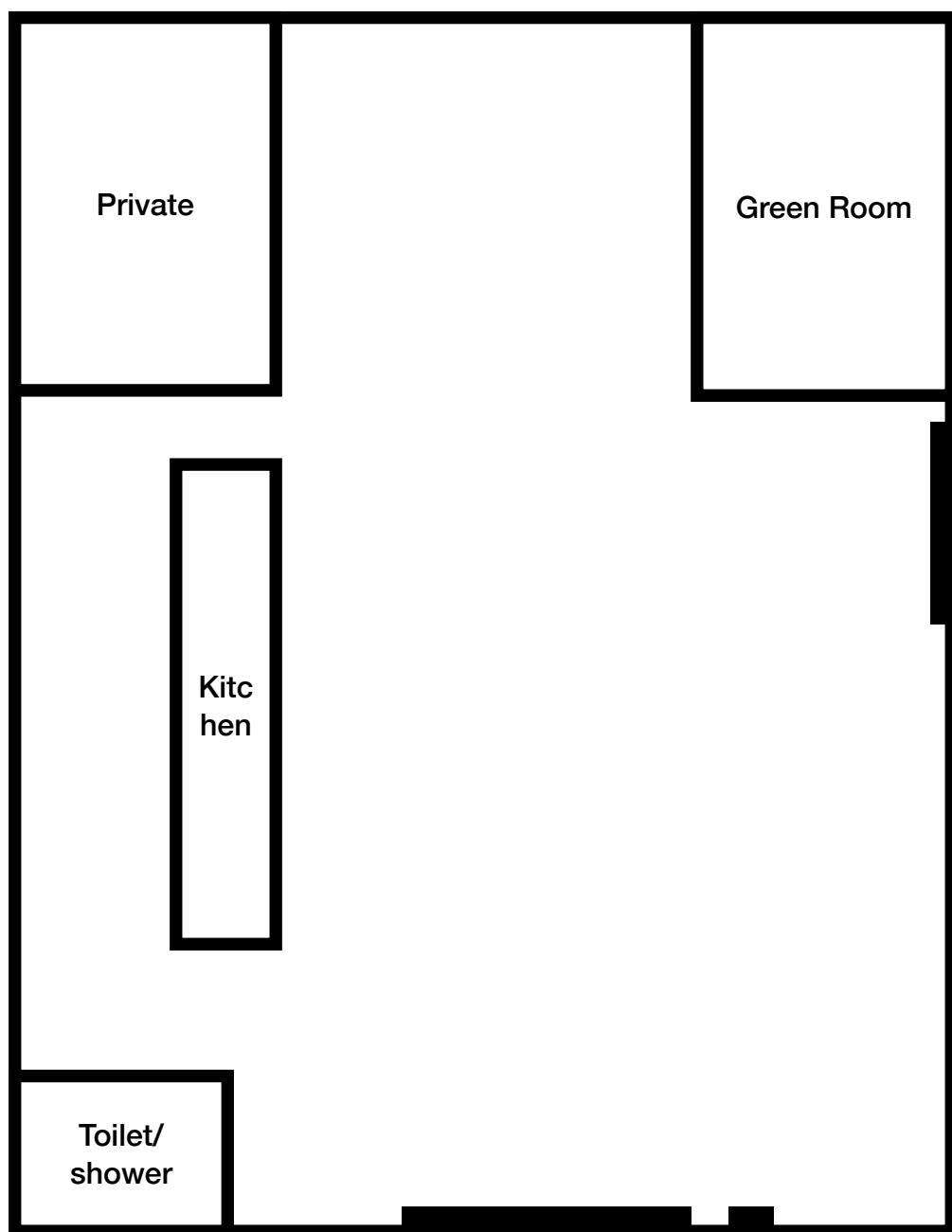
Aephoria Limited Venue Representative

Name: _____ Signature: _____ Date: _____

Event Organiser/Hiree

Name: _____ Signature: _____ Date: _____

Address: _____



Dimensions: 17M L x 15M W

Ceiling is 3M on the sides going unto 4.5M in the middle.