



**Otago Goldfields Heritage Trust**  
**Terms & Conditions of Hire**

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## **SECTION 1**

### **GENERAL TERMS AND CONDITIONS OF HIRE FOR OGHT LOUNGE AND THEATRE FACILITIES**

#### **1. FACILITIES**

The Otago Goldfields Heritage Trust (OGHT) makes available for casual hire:

- A comfortable lounge with armchair seating, tea and coffee facilities, glassware and crockery, and ambient-music audio playing equipment;
- A heritage stone building with theatre-quality projection and sound capability, including theatre seating for 23 people;
- A small kitchen with a stove, microwave, refrigerator and additional crockery. The kitchen is not licenced so may be used to heat and serve, but not to cook and prepare food;
- Ladies (fitted for disabled assistance) and Mens toilets;
- Hi-speed WiFi Internet throughout the building suitable for i.e. high-quality video streaming, video meetings, Netflix access, etc.

#### **2. FACILITY USAGE**

The two rooms are available for hire either together or independently

- Because the kitchen and toilet facilities are used by hirers of both the lounge and theatre, only one user hire will be active at any time. i.e. two independent hires will not be accepted for the same time period.
- The two rooms are warranted for a maximum of 23 people. Consequently, this is the maximum number of attendees a hirer is permitted to have in the building for their hire.
- The lounge is appropriate for small groups seeking a quiet business or social meeting space, with tea and coffee facilities, plus high quality internet connectivity provided. Users should self-cater for food or alcohol;
- The theatre is appropriate for small groups wishing to meet, celebrate, display presentations, play movies or stream game content. Users should bring their own devices for connection to an HDMI cable so they can use the projection and sound facilities provided. WiFi capable devices are required to connect to the Internet.
- Hirers are responsible for their own internet access accounts to all online services. The OGHT provides hirers with an Internet access password, but does not provide any Internet service accounts, such as to game sites, Netflix, etc. All public internet services (web pages, etc) are available. Parental control is recommended where needed.
- The kitchen stove, microwave and refrigerator are available to support hirer's needs for 'heat and serve' finger food, or hirers may arrange their own external catering when cooking/preparing food is required. Alcohol is BYO and may only be consumed by people 18 years and older. The OGHT does not have a licence for the sale of alcohol in this building.
- Users may hire the lounge, theatre or both rooms together to suit their need;
- The OGHT is happy to discuss other room use opportunities or needs after a booking request is made and before hire fee terms are provided.

3. BOOKINGS

Enquiries for hire of the OGHT lounge and theatre facilities:

- are submitted via the online request form;
- may be discussed verbally before hire terms are provided; and
- the booking is confirmed online.

(Refer Section 2 for specific conditions of hire).

A tentative booking for a selected date shall be permitted where the actual date is uncertain. However, should another application be received for that date, the party who made the tentative booking shall confirm their proposed reservation within 24 hours, or their booking time may be reallocated to another hirer.

4. ACCESS PRIOR TO TIME OF HIRE

Building access may be permitted prior to the time of hire for the purpose of making preparations preceding the hire period, provided the venue is not required for another engagement.

5. FEES & CHARGES

Charges for the use of the facility will be quoted when confirmation of the booking is made.

6. LIABILITY FOR PAYMENT OF HIRE

In the event of the venue no longer being required, the person or organisation that initially booked the venue shall be responsible for payment in full unless advice of cancellation is received seven days prior to the proposed hire date.

7. BOND

A bond shall be payable to the OGHT when a booking for a social function is confirmed, unless agreed otherwise.

8. RESPONSIBILITY FOR COMPLYING WITH THE CONDITIONS OF HIRE

The hirer shall appoint an adult to accept responsibility, sign the hire agreement and ensure compliance with the conditions of hire.

This person shall be deemed to have accepted the responsibility for complying with the conditions of hire, including the Sale and Supply of Alcohol Act requirements (refer Clause 14).

9. POWER TO REFUSE HIRE OF THE VENUE

It shall be at the discretion of the OGHT to refuse to let the venue on any occasion.

10. PERMITTED NUMBERS

The two rooms are warranted for a maximum of 23 people. This is the maximum number of attendees a hirer is permitted to have in the building for their hire. (Refer Section 2, Item 4.)

11. NO SMOKING POLICY

Smoking is **not permitted** in any part of the venue. Any cigarette butts left outside the venue must be removed.



12. FIRE PREVENTION

The hirer shall observe the requirements of all Acts and Regulations in connection with Danger from Fire. All exits are to be kept clear of obstacles.

13. EVACUATION OF PREMISES

The hirer shall in the event of an emergency, ensure the premises are vacated and that the appropriate Emergency Service is alerted.

14. SALE AND SUPPLY OF ALCOHOL

**If you are holding an event where alcohol will be for sale, then a Special License is required.**

Alcohol is deemed to be for sale if you are selling over the bar, charging a fee such as an entry fee, ticket price or other payment for an alcohol-inclusive matter, if the cost of alcohol is included in pre-sold tickets, or if you ask for koha or donation in relation to an alcohol-inclusive matter.

The adult person appointed (refer Clause 6) shall be deemed to have accepted the responsibility for complying with the Sale and Supply of Alcohol Act requirements.

All functions must be supervised by adults.

Persons under the age of 18 years shall not be served alcohol on the premises.

It is recommended that hirers supply food, low or non-alcoholic beverages and provide transport for their patrons.

15. SOUND AND VIDEO

All sound and video licencing requirements are the responsibility of the hirer including any appropriate licences to prevent infringement of copyright (s93 (3) of the Copyright Act) in relation to the playing of sound and video recordings.

16. NOISE LEVELS

Noise must be kept within acceptable limits to avoid disturbing residents in the locality. All live or pre-recorded music must cease by 1.00am.

17. SUB-LETTING

Sub-letting of the venue is prohibited.

18. ADVERTISEMENTS

Advertisements in newspapers for functions or events to be held in the venue must include the full name of the organisation arranging the function.

19. INSURANCE

The hirer shall be held responsible for the insurance of any items, exhibits etc. that they have brought into the venue during their booking.

The hirer shall indemnify the Otago Goldfields Heritage Trust against any loss or damage to property, furniture, fittings, appliances or apparatus caused or suffered during or arising out of the hire or any other claims.

20. VENUE USE

The venue shall only be used for the purpose for which it has been let. If, in the opinion of the trust or their authorised officer, the venue is being used for a purpose other than that for which it has been let or if anything is done or proposed to be done that will create a nuisance, the hirer shall stop such unauthorised use or actions, failing which the venue may be closed.

21. DAMAGE

No nails, screws or fixtures or other fittings are to be fixed to any surface that may tend to disfigure the appearance of the venue or damage it in any way.

22. STORAGE OF FURNITURE AND EQUIPMENT

The hirer shall be responsible for setting up the venue for their function. Any relocated furniture is to be returned to its original place at the end of the hire. Failing to do so will render the hirer liable for any additional expenses incurred by the OGHT or its contractors, in restoring the venue.

23. ELECTRICIAL APPLIANCES

The hirer shall ensure that when electrical appliances have been used, they MUST be thoroughly cleaned and switched off at the wall before vacating the venue.

24. SECURITY

The venue must be securely locked at all times when unattended and all doors and windows are to be securely locked at the conclusion of the hire.

25. CLEANING

The venue shall be left clean and tidy prior to the hirer vacating the premises. Failing to do so will render the hirer liable for any additional expenses incurred by the OGHT or its contractors, in cleaning or tidying the venue.

26. REMOVAL OF RUBBISH

The hirer shall remove all rubbish from the premises. Event organisers are encouraged to minimise and recycle waste.

27. REMOVAL OF HIRER'S CHATTELS FROM VENUE

At the conclusion of the hire, the hirer shall remove all of their equipment including decorations, goods, chattels and effects from the venue within the time required by the OGHT, otherwise they may be removed at the hirer's expense and an additional charge made to the hirer for the extended use of the venue or part thereof.

28. ANIMALS

No animals of any description shall be allowed on the premises.

**THESE CONDITIONS WILL BE  
ENFORCED BY THE OGHT**

## **SECTION 2**

### **SPECIFIC CONDITIONS OF HIRE OGHT LOUNGE AND THEATRE**

1. **BOOKINGS**

Enquiries for hiring the OGHT lounge and theatre can be made by submitting a booking proposal to the OGHT online at:

[Booking form](#)

- The booking proposal allows the hirer to specify the date and times of hire, the rooms to be used, plus the hirer's intended use of the facilities and the estimated number of attendees.
- The hirer may request a discussion with an OGHT officer about the hire and any special needs they have.
- Following any requested discussion the OGHT will email confirmation of acceptance of the booking, the booking and bond fee, details regarding building opening and closing, and the internet wifi password;
- The hirer shall confirm acceptance of the booking by return email;
- The hirer will submit the hire fee and bond into the designated OGHT bank account by direct credit (or pay by cash if pre-arranged) at least seven days before the hire. If the hire fee is not deposited by that time the hirer may forfeit the hire fee, bond and booking.

2. **BOND**

A bond shall be payable to the OGHT when a booking confirmation is received. The Bond may be returned in full or part thereof after an inspection of the venue is carried out to the OGHT's satisfaction. The bond is \$200 but may be revised by the OGHT at its discretion.

3. **SESSIONS TIMES AND CHARGES**

Charges for the use of the facility are:

Commercial Activity:

Whole Day (up to 8 hours) - \$200.00

Half Day (4 hours or less) - \$100.00

Community/Private:

Whole Day (up to 8 hours) - \$100.00

Half Day (4 hours or less) - \$50.00

Not For Profit/OGHT Sponsored:

At OGHT's discretion

The venue shall not be used on Saturday night after 2.00am on Sunday morning and must be vacated by that time unless the express permission of the OGHT has been obtained prior to the event.

Hire fees are used to support a portion of building rates, power and insurance. Surplus funds are placed in the OGHT's 'John Douglas Memorial Fund' bank account for use in progressing

goldfields heritage interpretation, maintenance or allied activity in Central Otago and environs.

4. PERMITTED NUMBERS

The maximum number of people permitted within the lounge and theatre rooms is 23 persons.

5. BUILDING INFRASTRUCTURE

Decoration and drapes are acceptable if specified in the hire proposal. Due care is to be taken to cause no damage to existing fittings and facilities. Note that the stone theatre is a heritage building and no nails or screws may be used on the original walls, ceiling, floor or projection screen. Advice must be sought from OGHT if there is any doubt about such fittings. Any set pieces or lighting instruments, etc must be floor based and not suspended from the building structures.

6. HEATING

Heating systems within the OGHT lounge and theatre include the following:

- Lounge: Heat pump/Air Conditioner and portable electric radiators
- theatre: Ceiling-mounted Infra-red lamps, portable radiators. A high-powered mobile electric blower heater is available in winter to pre-heat the theatre.
- Toilets: Ceiling-mounted infra-red heat lamps.

7. DECORATING

No sellotape, sticky tape, writing, printing, decorations or any disfigurement shall be permitted on the walls, nor may anything be done that may tend to disfigure the appearance of the venue or damage it in any way.

Streamers and decorations are permitted on the condition that they are attached to:

Lounge: South wall (felt panel) or East (blue soft-board) using push pins.

theatre: North and South (black drapes) by pins/safety pins, Seating perimeter walls (non-heritage) by push-pins,/pins/safety pins as appropriate.

Hirers must ensure that the walls are not scratched by ladders or other climbing devices used during the erection of decorations.

8. NO SMOKING POLICY

Persons hiring the venue for a social gathering should ensure that there are adequate receptacles placed **outside** for the disposal of cigarette butts. The OGHT does not provide such receptacles. Any such receptacles are to be removed from the premises along with any cigarette butts at the conclusion of the hire.

9. POWER SUPPLY

Switchboard - Under no circumstances, should anyone other than a Registered Electrician access the electrical switchboards which are located in the theatre foyer and the lounge east (blue) wall.

Power Outlets - There are ample power outlets around the walls of both rooms. Please do not remove existing cords or devices when seeking outlets for your use.

10. SECURITY

- Arrival: An access key will be supplied which allows entrance through the side door (with wooden wheelchair ramp) at 24-26 Donegal Street.
- Switch off all heaters and lights, except for ...

- ... Winter: Leave heat lamps on in both toilets to avoid cistern and pipes freezing.
- Departure: Leave the door key on the lounge bench-top.
- Ensure the entrance door is locked (push the centre knob of the inside door handle, pull the door closed behind you) when exiting the premises.

11. CLEANING

Cleaning equipment is available in a cupboard outside the Men's toilets:

- Use the vacuum cleaner, brooms, cleaning products as required to clean all floors and benchtops and doorknobs in the rooms you hired, including in the kitchen and toilets.
- The hirer is responsible for leaving the venue clean at the conclusion of the hire.

12. AFTER HOURS CONTACT

For urgent faults, phone the OGHT's facilities officer (Odette's - 021 949 306)

## **SECTION 3**

### **FIRE AND EVACUATION PROCEDURES**

The adult appointed to accept responsibility for complying with the Terms and Conditions of Hire for the OGHT lounge and theatre, shall make themselves aware of the Fire Safety and Evacuation Procedures for the theatre.

These responsibilities are as follows:

1. Ensure that the “No Smoking Policy” is complied with in the venue.
2. Ensure that all exits are kept clear and that all exit doors are able to be opened from the inside at all times. (Lounge door on Donegal Street, theatre door on Erris Street)
3. In the event of an emergency the hirer shall assume the responsibilities of the Building Fire Warden and ensure the safe evacuation of occupants.
4. Direct all occupants to leave the building and assemble at the Evacuation Point (being on the footpath across Donegal Street opposite the lounge entrance). No one is to leave the Evacuation Point without the Building Fire Warden’s authority.
5. Ensure that all areas are checked for occupants.
6. Ensure that someone is nominated to assist any persons with disabilities.
7. Ensure that in the event of an emergency, a 111 call is made to the appropriate Emergency Service.

Note: There is no telephone in the lounge or theatre therefore the call will need to be made from a cellphone.

8. Ensure that no one returns to the building until the “all clear” has been given by Emergency Services.
9. Liaise with the Emergency Services Officer In Charge.
10. On the instructions of the Officer in Charge, advise the occupants of the “all clear”.

In the event of a fire, occupants should not put themselves at risk and should only attempt to extinguish a fire after the alarm has been raised, occupants have been evacuated, and then only if it is safe to do so and only if the correct extinguishing medium is available.

## **SECTION 4**

### **FURNITURE AND EQUIPMENT LIST**

The hirer shall be responsible for setting up the venue for their function and for returning all furniture and equipment back to their original locations.

#### **Location - Lounge**

##### Chairs

1 vinyl covered sofa

2 upright chairs

3 vinyl covered armchairs

##### Tables

2 small round-topped side tables

1 coffee table

##### Others

Coffee and tea making facilities

Small coffee cups

China Tea Cups

Wine glasses

Portable electric heater

Air Conditioning Unit and remote

Radio/CD Player and speakers

#### **Location - theatre**

##### Auditorium

Cinema chairs

Wooden side tables - between cinema chairs

Seat cushions

Throw rugs

##### Stage Area

Portable electric heaters

Safety emergency hand light

WiFi Extender

Speaker system: two floor mounted, two wall mounted

Light projector remote control - Acer



**Location - Cleaners Cupboard (Opposite Men's Toilet)**

Vacuum cleaner (Hoover)

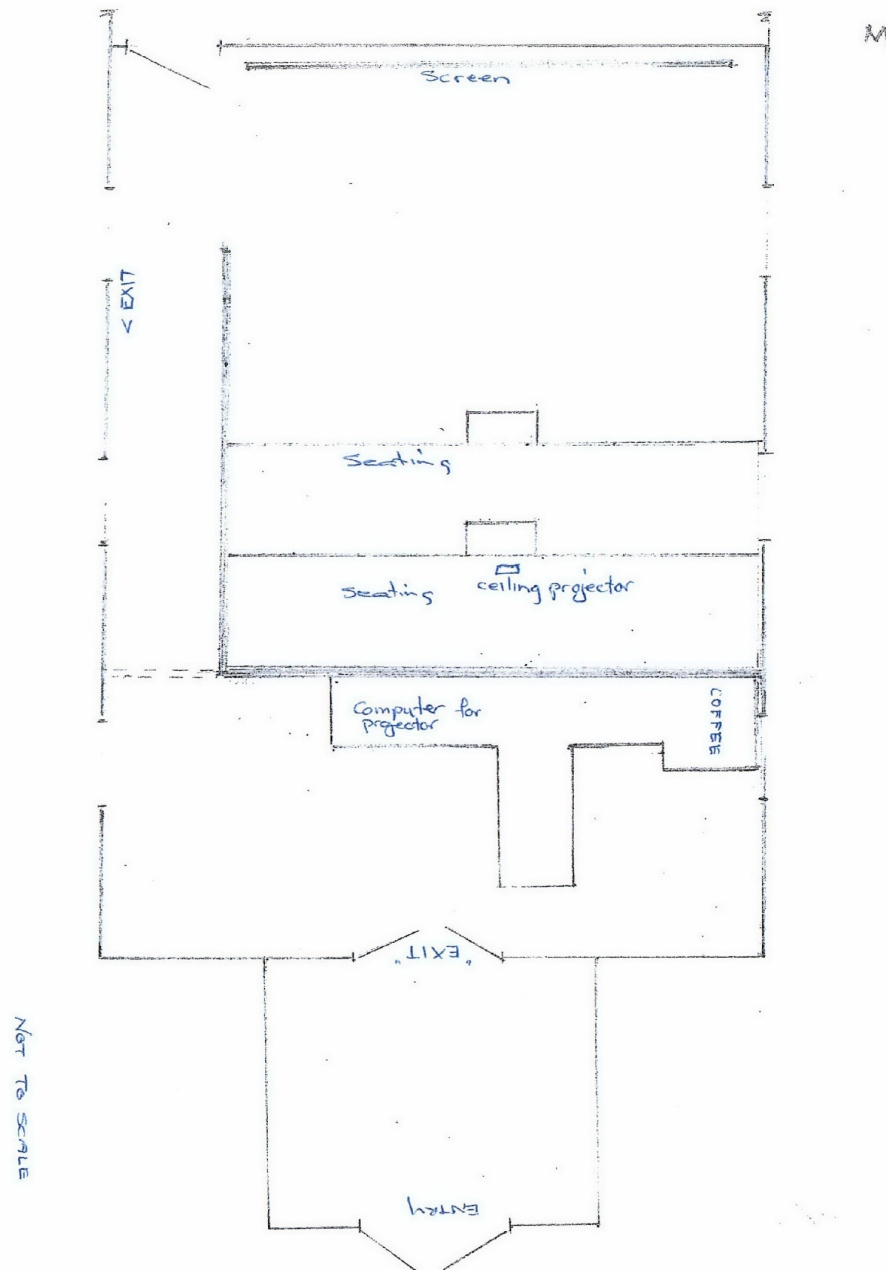
Spray

Wipes

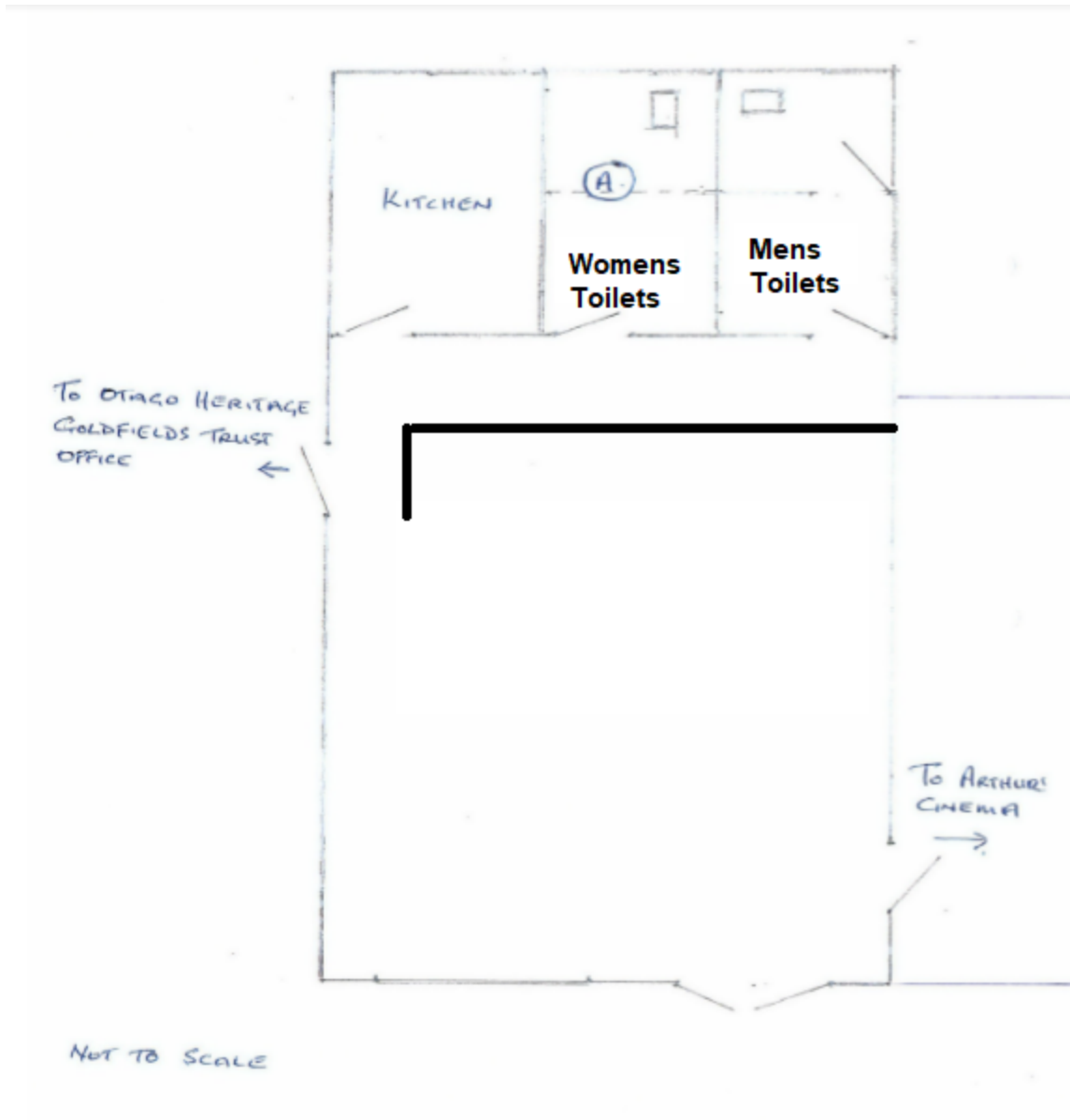
Duster

## Section 5

### FLOOR PLAN - theatre



## Section 5



**FLOOR PLAN - LOUNGE**

## Section 5



**CONSTRUCTION:**  
150x150 H3.2 posts and truss,  
6mm plate cleats to timber junctions,  
150x50 stringer to existing wall,  
90x45 purlins (3 to each roof plane),  
corrugated roofing to match existing,  
flashing to existing wall and re-plaster.  
Such a small catchment may not  
require gutters unless wanted for  
convenience.  
All timber to be painted to match  
existing. Heat pump unit unaffected.

## Section 5

