

Russ Watts

From: [REDACTED] >
Sent: Wednesday, 19 April 2023 11:21 am
To: Alice Mellow
Cc: [REDACTED] David Rameka
Subject: Signed booking form
Attachments: Booking_Sheet__9143__Hui_me_te_parakatihi_waiata.pdf

Caution: This email originated from outside of the organisation. Do not click links, open attachments, or respond unless you recognise the sender and know the content is safe.

Kia Ora Alice,

Following on from my last email with the risk assessment form please accept the booking form with a typed signature so that the booking can be confirmed. Sorry about these setbacks. [REDACTED]

Ngā manaakitanga,
nā [REDACTED]



Booking Sheet

9143 - Hui me te parakatihi waiata

Start Date: **Wednesday, 26 April 2023**

Start Time: **18:00 (06:00 PM)**

Event Coordinator

End Date: **Wednesday, 26 April 2023**

End Time: **21:00 (09:00 PM)**

Alice Mellow

Provisional

Contacts

Event Organiser

Te kapa waiata o te whānau o te KKM

Ph Dir:

Ph Mob:

E-Mail:

Debtor No:

Venues

Lower Foyer

Wed 26/04/2023 06:00 PM - Wed 26/04/2023 09:00 PM **Provisional**

Details

Thank you for considering the Great Lake Centre as the venue for your proposed event. Lake Taupō is host to many popular sporting events, public shows and consumer exhibitions throughout the calendar year and this is largely due to its central North Island location and array of outdoor leisure activities.

Positioned in the heart of Taupo's central business district, the Great Lake Centre is a versatile venue purpose built for cultural, theatrical, corporate and sporting events.

Featuring a theatre, exhibition hall, meetings rooms and foyer areas, the centre is ideal for a mixture of uses, all accessible without leaving the building.

To be eligible for a community rate there is an expectation you would assist with setting up and clearing the room at the end of your event.

Venue hire below covers 10 hours and includes **one** venue technician.

Any additional hours will incur a charge of \$50.00 per hour.

AV INFORMATION:

If you will be connecting to a council projector with an Apple MacBook, please ensure you bring along any / all adaptors you may require.

Please provide us with your technical rider or alternatively, click on this link to provide us with your requirements :

<https://app.smartsheet.com/b/form/5d0f5485ff9240cc9bc6fa3733429162>

The venue will charge a 10% commission on any additional requirement that TDC arrange on your behalf from an external company.

Additional costs may apply subject to your final requirements.

Terms and Conditions

Agreement

This agreement is made between the **Great Lake Centre**, and the Client. In the event that this agreement is signed in the name of the company, partnership, agency, firm, club or similar society, the person signing indicates to the Great Lake Centre that they have full authority to sign such a contract. Any reference to the "Manager" will refer to the person nominated by the Great Lake Centre to represent the Great Lake Centre in all matters relating to the event.

Confirmation and Deposit

In order to confirm the booking, The Great Lake Centre requires these Terms & Conditions to be signed and returned to the Great Lake Centre no later than **18 April 2023**. The Great Lake Centre reserves the right to release the booking should the Terms & Conditions not have been signed and returned within the required period.

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Once the booking is confirmed, the Centre will then request a deposit. The deposit amount is calculated at **20%** of total venue hire, or as specified by The Great Lake Centre. The deposit is payable within 14 days of receipt of invoice. The Great Lake Centre reserves the right to cancel a booking should the deposit not have been received within 14 days of remittance of the invoice.

Bond and Cancellation

The Great Lake Centre reserves the right to request a bond.

All cancellation advice shall be in writing. In the event the Client cancels a confirmed booking, the following conditions shall apply:

- Once a booking has commenced: 100% hire charge for full period of hire
- Less than two (2) days before commencement of booking: 75% hire charge for full period of hire
- Less than 14 days before commencement of booking: 50% of hire charge for full period of hire
- More than 30 days before commencement of booking: Full non-refundable deposit withheld.

If a confirmed booking is cancelled in a case of force majeure, the Great Lake Centre will endeavour to locate an alternative venue and if notice of cancellation is:

- Less than 4 weeks before the commencement date, the Great Lake Centre will provide a full refund of deposit plus reschedule the booking at a time to suit and waive the hire fee.
- More than 4 weeks before the commencement date, the Great Lake Centre will provide a full refund of deposit plus reschedule the booking at a time to suit.

In any case, the Great Lake Centre will not accept liability for any losses, expenses or costs incurred as a result of the cancellation of any booking.

We reserve the right to cancel any bookings where circumstances so warrant. These can include, but are not limited to, emergency situations and adverse environmental or weather conditions. We will endeavour to provide an alternative venue. If this is not possible, any hire fees will be refunded

Booking Alterations

Any venue or date changes to confirmed bookings after the deposit has been paid must be communicated in writing. There is no guarantee that a booking may be altered due to other possible demands on the venue.

Payment Details

As per your instructions, only the person/s named are authorised to charge to the function account. It is imperative the signatory's names are advised prior to the commencement of the function.

All payments are to be made by cash, eftpos, direct credit, cheque or credit card. Charges will be invoiced at the conclusion of the activity or event unless specifically noted otherwise in the booking confirmation.

Any cost incurred by the Great Lake Centre, or its agents, in collection of all or any part of any overdue debt will be payable by the client.

Guaranteed Numbers and Booking Information

All requirements, including intended use, set up requirements, venue access times, set up and set down times, catering/supply, event or activity start and finish times, any special needs, and estimated participant numbers, must be received in writing by the Great Lake Centre fourteen (14) days prior to the commencement of the event.

Minimum numbers for catering are required 14 days prior to arrival. Final guest numbers for catering purposes are required 7 full working days prior to the group's arrival. This is the minimum number for which you will be charged.

Failure to provide a full disclosure may be considered a breach of the provisions of this agreement and may lead to termination of the booking.



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Catering and Liquor Policy

Please note that the Great Lake Centre is a licensed venue. No alcoholic beverages are to be brought onto the Great Lake Centre premises for consumption during your event or conference.

Hours of Use

The hire of the Great Lake Centre does not entitle the client to use or enter the premises at any time other than the specific hours for which the venue is hired unless prior arrangement has been made with the Manager. Allowance for set up and set down time including cleaning and removal of all equipment, plant and other items used for the event, should be made. Great Lake Centre venue hire allows for usage up to 10 hours per day. Additional hours are chargeable.

Access to the venue outside of normal office hours is to be arranged with the Great Lake Centre staff prior to your event. Clients are required to access and vacate the venue as per the times stated in booking correspondence.

Penalty rates of \$75.00 per hour will be incurred for exceeding stated access times.

Care of Premises

The client should liaise with the Great Lake Centre to prevent any damage. The Client shall take extreme care of and shall not cause any damage to or permit damage to be done to the venue, or any part thereof, including any fittings, equipment or other property at the venue.

The client shall report any damage and make good or pay for damage to the venue (including accidental damage) caused by any act or neglect of the Client, the Clients employees or agents, or any persons attending the event by reason of the use of the venue by them. Any damage caused to the property, fittings or equipment will become the financial responsibility of the Client.

The Client shall not make alterations to the structure, fittings, decorations or furnishings of the venue nor permit nails, hooks, adhesive fasteners, adhesive tape, tacks or screws to be installed on any part of the Venue without prior written permission from the Manager. The Great Lake Centre allows the use of velcro dots in the venue on the condition that they are removed following use. The Client shall leave the venue in the same condition as it was on the first day of the event. The Client shall not allow anything to be displayed, attached or suspended from the ceilings, walls, fittings or draperies of the venue without prior written permission of the Great Lake Centre.

Cleaning

General cleaning charges are included in the hire of the venue. The Venue will be cleaned before and at the conclusion of your booking on a daily basis. Additional cleaning required during set-up or on-going running of your booking will be charged on the final invoice. However all rubbish created by the Client, especially food waste, must be removed by the Client or agents as soon as the event is completed. Should the venue not be found in the same state in which it was before the event, the venue will be cleaned/repared at the Client's expense.

Labour Charges

All facilities may have some furnishings and equipment available as part of / or additional to the venue rental. Should any extra labour be required in setting up or moving this equipment or furnishings, a charge will be incurred on your final invoice.

Energy

The Great Lake Centre reserves the right to charge for any power or gas usage over and above the normal room hire charge depending upon power requirement for events. An estimate will be included within your agreement if this is likely. For Exhibitions and Trade shows where booths are sold by the Promoter, a power consumption fee will be charged.

Ticket Sales

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All tickets must be printed and sold through the Great Lake Centre's nominated ticketing service provider, Ticketek. The Great Lake Centre shall have up to 6 tickets per performance for house seats in the theatre. Seats will be in Row M 1 – 6. The Great Lake Centre reserves the right to utilise these tickets in whichever way it deems appropriate.

Wiring/Cabling

Any electrical, gas, plumbing, sound, lighting or communication wiring works undertaken shall require prior approval and must be carried out by contractors authorised by the Management in writing, at the hirer's expense.

Internet

Costs incurred to provide internet connections as required by the Client will be an additional charge.

Smoking/Vaping

The Client will not smoke or vape or allow smoking or vaping in any part of the Venue premises (inside or outside)

Prohibited Goods/Activities

During the Hire Period the Hirer must ensure that:

(a) Neither the Hirer nor any of its employees, contractors or agents bring to the Venue any firearms, explosives, flammable liquids or other dangerous substances (including fireworks or pyrotechnics) which may cause damage or injury to property or persons, except with the prior written consent of the Venue Operator and then only in accordance with the conditions of that consent. Notwithstanding any such consent, the Hirer will indemnify the Venue Operator and the Venue Owner in respect of any liability or expense it incurred as a result of any such damage or injury.

Indemnity

The Hirer will indemnify the Venue Operator and the Venue Owner against any loss, damage or liability whether criminal or civil, suffered by the Great Lake Centre due to its failure, or that of the Hirer's employees, contractors, performers, agents or any other person resorting to the Great Lake Centre by reason of the use of the venue by the Hirer, to comply with its obligations under this Agreement.

In particular the Hirer shall indemnify and keep indemnified the Venue Operator and Venue Owner in relation to any incident or accident involving the Hirer or any of its employees, contractors, performers or agents where the Venue Operator and/or Venue Owner is prosecuted or a fine, penalty or levy is imposed on the Venue Operator (including court costs and any legal costs reasonably incurred by the Venue Operator and/or Venue Owner in defending, or seeking advice on, any incident or accident).

Insurance

It may be a requirement that the Hirer arrange **Public Liability Insurance**. If the manager requests the Hirer do so, the Hirer must maintain and keep in force during the Hire Period, adequate insurance cover providing indemnity against loss, damage, costs and expenses for which the Hirer may become liable under this Agreement.

The public liability policy will be with a reputable insurer and on terms acceptable to the Venue Operator and shall have a minimum policy limit of \$5,000,000 (five million dollars) for any one occurrence but be unlimited in aggregate unless agreed otherwise and specified in the Specific Terms. The Hirer will upon request provide the Venue Operator with proof of public liability cover and evidence that all premiums due are fully paid. This must be sighted by the manager before the booking will be confirmed.

Damages

Under no circumstances will the Great Lake Centre make good or accept responsibility or liability in respect of damage, theft or loss of any property, goods, articles or things whatsoever placed, deposited, brought into or left at the Great Lake Centre either by the Client, the Client's employees or agents or by any persons attending the event and the Client must



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indemnify and hold the Great Lake Centre and it's employees and agents harmless in respect thereof.

The Great Lake Centre will not be liable for any loss due to any breakdown of machinery, failure of electricity supply, leakage of water, fire, evacuation, government restriction or act of God which may cause the venue to be temporarily closed or the hiring to be interrupted or cancelled.

The Great Lake Centre will not indemnify clients for any loss, damage or liability whether criminal or civil, suffered by the hirer.

The Great Lake Centre is not responsible for any property left behind. The Client will be responsible for the removal of all property after the conclusion of the event and any goods left after the function without prior arrangement will be deemed abandoned.

Notwithstanding the above the provisions of the Health and Safety in Employment Act 2002 at all times take precedence.

Health and Safety

The client must at all times comply with their obligations and comply with Health and Safety standards and legislation.

The client/hirer hereby acknowledges that:

1. They understand their obligations to themselves, their subcontractors, visitors and their employees under current New Zealand legislation, and confirm their intention to comply at all times while working on this site.
2. They recognise that the 'Taupō District Council can only be responsible for advising the nature of, and methods of controlling, hazards specific to the TDC's business or work site and that the client/hirer shall apply best industry practice to ensure the safety of all involved at all times.
3. Taupō District Council has advised the client/hirer of the emergency procedures, location of emergency equipment, location and use of safety equipment, basic safety rules, hazards and hazard controls, go and no-go areas and access and authorisation requirements relevant to client and venue.
4. They shall ensure that all their subcontractors and employees are informed of the same and that no person shall be permitted to work at the venue without being informed and have suitable safety equipment to perform the work required.
5. They have a Health and Safety management system in place, which ensures their compliance with the Health and Safety in connection with this contract.
6. They agree to make available for inspection on demand by TDC any documentation related to Health and Safety in connection with this contract.
7. The TDC has the right to monitor the Contractor's activities and carry out a safety audit from time to time.
8. The TDC has the right to suspend work at the client/hirer's expense where the Principal is not satisfied that all practicable steps are being taken to ensure the health and safety of employees and others in connection with the contract.
9. They will advise the TDC immediately of any accident or near miss in which serious harm is caused or may have been caused or a significant hazard was involved and meet the requirements of the NZ legislation in reporting serious harm accidents to Worksafe New Zealand.
10. They will advise the TDC immediately of any new hazard during the contract and will take all practicable steps to avoid harm being caused to any person as a result of such hazards.
11. Before beginning work on the contract, the client/hirer will carry out a systematic identification of hazards likely to be encountered and develop controls for all those identified as being significant hazards and advise the TDC.
12. The client undertakes that employees and/or subcontractors engaged by the client will hold all necessary experience, qualifications and licenses required to undertake the work.

Clause 'Damages, Insurance, Liability

All damages sustained by Taupō venues, including buildings, equipment, machinery and/or vehicles during the hiring period will be the responsibility of the hirer excluding Force Majeure. **Force Majeure** means an event the occurrence of which is beyond the reasonable control of either party and includes:

- a. **acts of God, storm, flood, earthquake, landslide, fires or other disaster;**



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- b. unavoidable accident, explosion, public mains electrical supply failure, or nuclear accident;**
- c. threatened or actual sabotage, act of terrorism, riot, civil disturbance, insurrection, epidemic, national emergency (whether in fact or law) or act of war (whether declared or not);**
- d. requirement or restriction of, or failure to act by, any government, semi-governmental or judicial entity not being the Ministry; or**
- e. any other similar cause beyond the reasonable control of the party concerned, but excluding any event which the party affected could have avoided or overcome by exercising a standard of reasonable care at a reasonable cost.**

Taupō Venues reserves the right to pass on all repair costs to the hirer.

Hirers will be responsible for providing their own general first aid equipment.

Security

Security must be provided to the satisfaction of the Great Lake Centres Management for all events. Approval must be sort for all safety and door security arrangements for any public admission functions.

If any security personnel are required by the Great Lake Centre Management to be hired on the Hirer's behalf, costs incurred will be chargeable to the Hirer's account.

Sub-letting

The Client shall not sublet the Venue or any part thereof.

Clients Covenants

The Client shall comply with all proper requisitions and requirements of any government department, authority or body and all statutes or regulations and by-laws from time to time affecting and relating to the nature of the Client's use of the venue, including sale or supply of liquor. The Client and his employees and agents shall, during the period of hire and other such times they shall be in the Venue for the purpose of the hiring, comply with all the requirements of the Manager.

Termination

The Manager reserves the right to refuse any potential hirer and may terminate, at any stage, any event by notice to the Client in writing where in their opinion:

- There is, by reason of the Client's use of the Venue, imminent danger or damage being afflicted to the Venue or to any person in or about the Venue, or any nuisance, disturbance or annoyance being caused to any licensee or invitee of the Great Lake Centre or to the owner or occupier of land or property in the vicinity of the Great Lake Centre;
- The Client is in default under any provisions of this agreement; or
- For the purposes of this agreement, the Client (if it is a company) passes a resolution or the court makes an order for the winding up of the Client or if the Client is placed in receivership or under official or statutory management.

Management has the right to refuse to hire any of the facilities to any hirer, or cancel a booking that has been duly entered into where the staging of the event or the nature of the event may contravene any statute order regulation bylaw rule of law or otherwise be in breach of reasonable standards of public decency.

Management may also cancel an event if it considers that the management of the event is inadequate and the conduct of the attendees of the event is such that could lead to danger or harm to any person or material damage to any property, including the venue itself.

If a deposit has been paid in such circumstances, the deposit will be returned to the hirer who will agree in such a case to accept and consent to the cancellation with no provision for any claim for loss or damage of any kind against the Great Lake Centre, or its staff.

The Venue



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The Client must ensure:

- Exits are clear at ALL times.
- Adherence to the Great Lake Centre smoke free policy.
- In the event of the fire alarm sounding, all people exit the building via the closest exit and congregate according to the evacuation plan.

General

Please respect the requests of Management and Safety Officers as they are trying to ensure that your event/function has a safe and happy outcome.

Confidentiality of Information

The Great Lake Centre agrees to hold in the strictest confidence any business, personnel, technical or financial information that they may learn about the client as a result of entering into this contract or from the client's use of The Great Lake Centre's facilities.

While we encourage your patronage of the Great Lake Centre, we must reinforce the absolute importance of compliance with the above terms and conditions. You should be aware that due to the multi-purpose nature of the facilities, there could be other activities booked during your event. Please check with the Great Lake Centre's Management if you have any concerns.

Thank you for choosing The Great Lake Centre for your forthcoming function. Please sign below to confirm that you have read, understood and agreed to be bound by the Terms & Conditions listed above.

CONFIRMATION

In order to confirm this booking, please sign and return this Booking Details sheet.

NAME: [REDACTED]

DATE: 18.04.2023

SIGNATURE: [REDACTED]
u

Financials

DATE	DESCRIPTION	QTY	X	AMOUNT	DISCOUNT	EX TAX	TAX	TOTAL
Hall 26/04/2023	Lower Foyer	1	X	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]
				Total:	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]