



WHANGAREI THEATRE COMPANY (INC.)  
Riverbank Centre  
Reyburn House Lane  
PO Box 692, Whangarei, N.Z.  
Phone: 09-438 3523

## **Hire Agreement for The Riverbank Centre**

### **Main Theatre:**

- The stage area is to be cleared after use and all dressing rooms, toilet and shower facilities to be left clean and tidy.
- The auditorium must be left in a clean and tidy condition and any rubbish must be removed.

### **Hatea Room & Bar:**

- The floor must be swept after use. The tables must be wiped down. The tables and chairs must be stacked as directed by the WTC Liaison person for this hire.
- The bar area must be wiped down, including the fridge if it has been used.
- All windows and doors must be closed. The curtains must be closed.
- The hirer must remove all empty bottles and cans from the premises.

### **Kitchen:**

- All kitchen equipment remains the property of the WTC. The hirer will pay the full replacement cost for any equipment that is damaged or broken during the hire.
- All kitchen items must be cleaned (and sterilised if necessary) before being put away. Dishes are to be washed, rinsed and then sterilised. The steriliser is NOT for washing dishes. Glassware and cutlery needs to be dried off before storing.
- Used tea towels and cloths are to be left in the basket provided.
- The fridges must be left clean and tidy after use and wiped down.
- The kitchen floor is to be swept and mopped down before leaving. All rubbish needs to be placed in the wheelie bin outside stage exit door. Stoves must be completely cleaned if used. All bench tops must be cleaned down and left tidy.

### **General Conditions:**

- The areas used for the hire must be cleaned to an acceptable state prior to leaving as outlined in the previous sections. Extra costs incurred by WTC in cleaning the areas to an acceptable standard will be deducted from the bond.
- Any damage to WTC equipment and facilities must be reported to the WTC liaison person immediately following the hire. Any damages must be paid for at replacement cost.

- Numbers attending your function in the *Hatea Room* must not exceed 100.
- No liquor is to be sold on the premises unless the hirer has obtained an appropriate licence from the Whangarei District Council.
- Any technical needs should be requested in detail no later than three weeks prior to the hire. Extra charges apply.
- A non-refundable deposit must be paid to secure the booking.
- A bond of \$200 is required for all hires where alcohol is to be consumed. This bond will be returned upon completion of the hire providing there are no damages to the building or equipment used.

**This Hire:**

The cost of this hire is \$ \_\_\_\_\_ GST inclusive.

This hire includes:

Main Theatre	Hatea Room / Bar / Stage	Kitchen / Equipment
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A deposit of \$ \_\_\_\_\_ has been paid.

A bond of \$ \_\_\_\_\_ has been paid.

The remaining \$ \_\_\_\_\_ will be paid on the day of the hire.

The WTC liaison person for your hire is \_\_\_\_\_

who can be contacted on \_\_\_\_\_

I \_\_\_\_\_ agree to meet the conditions

outlined above for the hire of the Riverbank Centre complex and facilities.

Date/Period of Hire: \_\_\_\_\_

Signed \_\_\_\_\_ Hirer

Signed \_\_\_\_\_ on behalf of WTC.