

VENUE BOOKING REQUEST FORM



- This form is a booking reservation **request** only
- Your booking will be confirmed once a *signed* form is returned and a booking fee of \$50 is paid
- Once you have completed your form please return to bookings@tronp.org.nz or deliver to Te Tini o Porou reception, 75 Huxley Road, Kaiti, Gisborne

Date of Application (today's date):

SECTION A			
DATE/S OF EVENT			
ORGANISATION OR HIRER NAME)		ORDER NO:	
TITLE and NATURE of FUNCTION / EVENT			
KEY CONTACT PERSON:			
STREET ADDRESS			
CITY:		POST CODE:	
CONTACT DETAILS	TEL: FAX:	CELL:	E-MAIL:
NO OF ATTENDEES:		START TIME:	FINISH TIME: <i>(Times must include set up and clean up)</i>
SECTION B	FACILITIES AND RESOURCES – (Refer to Section H for booking rates))		
Ikaroa a Rauru		Nukutere	
		Whangaia te Iwi	
Set up Assistance		Theatre Style	
		Seated	
		Other	
If other details, please state additional requirements: -			
Complimentary			
Screen		Extension Cord's	
		Mobile Whiteboard	
		Multi Box/s	
		WIFI	
Other Resources Available			
Mobile Presentation / Zoom facility		Data Project & Screen	
Printing		Photocopying	
SECTION C	HEALTH & SAFETY (Required for booking requests outside business working hours)		
NAME of H & S Representative			
NAME of Chief Fire Warden			

SECTION D	INVOICE AND BOND REFUND		
<p>Invoice Details: <i>Provide details below if different from above</i> Business Not for Profit Organisation</p> <p>* <i>Pre-approval maybe required before invoice requests are accepted.</i></p> <p>Bond Return <i>(If applicable)</i></p> <p>Bank Account Details:</p>			
SECTION E	<p>PAYMENTS</p> <p>* All payments are to be made to Te Runanganui o Ngati Porou</p> <p>* Bank Account Details</p> <p>Account Number - ANZ Bank 01-0641-023239700</p> <p>Reference Number <i>-Fee / Bond (please also provide name of organisation / hirer name Refer Section A</i></p>		

AGREEMENT

I (full name) consent to the collection of the details above by Te Runanganui o Ngati Porou, for administration purposes. I acknowledge my right to have access to this information in accordance with the Privacy Act 1993. I declare that the information here is true and correct.

I agree I have read and agree to the Terms and Conditions of Hire.

Signed

Date:

OFFICE USE ONLY	REQUEST RECEIVED	DATE	BY	
	BOOKING FEE PAID	DATE	BY	REFERENCE / RECEIPT NO
	BOOKING APPROVED / DECLINED	DATE	BY	REASON FOR DECLINE

SECTION F	CONFERENCE EVACUATION PROCEDURE & SAFETY CONCERNS
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In the unlikely event of an emergency the 'Hirer' will observe the following, which will be outlined by a TRONPnui Health & Safety Representative before the commencement of the conference.

- 1 Attendees will be advised of the following procedures.
- 2 All attendees are required to sign the "In / Out" register when entering or exiting the premises. This will ensure all attendees are accounted for.
- 3 In the event of an emergency follow the instructions of the delegated TRONPnui Chief Fire Warden.
- 4 Leave the building immediately by your nearest 'EXIT', do not loiter gathering personal effects [note the various exit points and ensure to show these to the attendees].
- 5 Walk quickly to the 'EXITS'. Please remain calm and do not run.
- 6 Assemble at 'Assembly Point' as directed by the TRONPnui Chief Fire Warden.
- 7 Stay at the 'Assembly Point' until the 'ALL CLEAR' is given by the Chief Fire Warden.
- 8 'FIRE EXITS' and 'EXIT' paths must not be blocked.
- 9 Electrical cords may not cross access paths. All electrical cords must be fastened, covered or taped to prevent trip hazards.

SECTION G	CONFERENCE HOUSE KEEPING PROTOCOLS
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Before the start of an event/conference the Hirer is to observe the following;

- 1 Attendees will be advised of these procedures.
- 2 Where TRONPnui is only supplying the venue, the 'hirer' will be deemed to be the 'host' and is responsible for dealing with any problems/issues that may arise with attendees.
- 3 Leave the facility in a clean and tidy state.
- 4 Advise your delegates where the toilets can be located.
- 5 Ensure you have read the Conference Evacuation Procedures

SECTION H	VENUE HIRE & RESOURCE RATES
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- **Standard** – private sector/organisations
- **Non-profit groups** – marae, charitable trusts, community and iwi groups

Conference Room	Maximum Seating		Rate Hourly	Rate ½ Day [4 hours]	Rate Full Day [8 hours]
Ikaroa a Rauru	Seated - up to 15	Standard	\$ 20.00	\$ 75.00	\$150.00
	Theatre – up to 20	Non-Profit	\$ 15.00	\$ 50.00	\$100.00
Nukutere	Seated - up to 20	Standard	\$ 40.00	\$150.00	\$250.00
	Theatre – up to 50	Non-Profit	\$ 35.00	\$135.00	\$225.00
Whangaia te Iwi	Up to 200	Standard	\$ 65.00	\$250.00	\$400.00
		Non-Profit	\$ 60.00	\$225.00	\$360.00

Bookings after business hours must be pre-approved by TRONPnui Executive Management

RECOURCES

Mobile Presentation / Zoom Facility	\$20 per hour	Printing & Photocopy	B & W – 10c per page
Data Projector & Screen	\$50		Colour – 20c per page
Set up Assistance	\$25 per hour		

- *All rates are GST exclusive*

Terms and Conditions of Hire

Location:

- Te Tini o Porou Conference Facility is located on the corner of Tyndall & Huxley Road, Gisborne. Entrance to the facility is via the Huxley Road Entrance.

Booking Arrangements:

- TRONPnui business will have priority over all meeting venues therefore should a conflict arise the 'Hirer' will be notified immediately and may be offered an alternative room if available or requested to alter their venue.
- Venue hire is available from **Monday to Friday** during the hours of **8.30am to 5.00pm**. Any bookings outside these hours are subject to prior agreement from TRONPnui executive management in its sole and absolute discretion
- The 'Hirer' must have a nominated point of contact, who will be onsite and responsible for the venue hire and attendees throughout the duration of the hire.
- Bookings are subject to availability and are offered as valid tentative bookings for [7] working days from the date of enquiry.
- Confirmation will only be provided on receipt of a 'signed booking request form' and payment of booking Fee.
- If a 'signed booking request form' and 'booking fee' is not received within [7] working days from the date of enquiry the booking will be removed from the system and a new request will be required.
- Once booking has been confirmed the "Hirer" will be required to liaise with a TRONPnui representative to perform a site visit. The purpose of the visit is to ensure the room requested will meet the 'Hirers' needs and to receive an overview of TRONPnui health and safety and venue hire policies.

1. Hirers must read and comply with all health and safety; fire and general instructions issued.

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 - The venue can be hired for any activities deemed appropriate by TRONPnui executive management.
 - Bookings must include the time required to set up and break down. Entry to the venue is only available from the time booked and must be vacated within the timeframe specified by the booking request form. Failure to comply may result in additional charges.
2. The 'Hirer' will be responsible for returning the meeting room to its original layout, if any changes to the current room layout are made,
3. If TRONPnui is requested to provide set up assistance, the Hirer must advise their requirements at the time of booking. An additional fee will be incurred.
4. The 'Hirer' is responsible for arranging their own catering requirements.
5. The venue has an **onsite caterer** who provides excellent service. Contact details are: - **Rora Richardson**, rora.neta@gmail.com or 02102618755
6. The 'Hirer' is permitted to use external caterers and will be responsible for arranging their own catering resources i.e. crockery etc. All food and dishes must be taken when vacating the premises.
7. TRONPnui will not accept responsibility or liability for any loss, theft or damage to personal property belonging to guests.
8. Adult supervision for all children and youth is the responsibility of the 'Hirer'.
9. Hirers shall agree to hold the venue fully harmless and indemnify it against any and all suits, accidents or injury, damages, claims, causes or actions which may arise out of use of the above described property.
10. TRONPnui executive management or their representative will have right of entry at all times.
11. 'TRONPnui executive management at their discretion may refuse any application of hire, waiver specific conditions or cancel any booking without assigning any reason.

Booking Fees & Bond

12. A \$50 non-refundable booking fee is required to secure event bookings [refer No 6 for more details]
13. Bond payment of \$100 is required at the time of confirmation. Bond payments may be waived / reduced and are subject to executive management who has full discretion as to the amount

of bond required.

23. The hirer is liable for all damages that occur to the property and venue equipment as a result of the hirers actions. Damage or problems experienced during the event may delay or change the release of the bond. In the event where full release of the bond is not completed a detailed list of deductions will be provided in writing to the 'Hirer'.
- 24.. If a bond is refunded, a credit note will be provided, or a payment direct credited to the nominated bank account **within ten working** days following the date of hire, if the following criteria is met:
- o No damage to property or equipment
 - o All areas are left in a clean and tidy state (including removal of rubbish)
 - o All pre-agreed timings or equipment use are adhered to
 - o The meeting room has been returned to its original layout
25. Invoice payments must be made within [14] days of date of invoice issued. Failure to pay by the due date may see future bookings suspended until payment in full is received.
26. All bookings are **closed** outside normal working hours, weekends and Public Holidays unless prior arrangements are confirmed. An additional fee of \$25 an hour will apply in addition to the hire charge for a staff member to be on site.
27. **All charges are GST exclusive.**

Cancellations / Amendments

28. The venue must be given at least a minimum of [3] working days' written notice of cancellation or change to bookings. Should the notice of cancellation be less than [3] days prior to the date of the booking only 50% of the bond will be refunded.
29. TRONPnui executive management reserves the right to cancel or alter a hire agreement. Every effort will be made by TRONPnui to avoid cancelling any confirmed reservation. In the event of TRONPnui need to cancel a confirmed reservation a full refund of the booking fee and bond will be given.
30. No smoking is permitted on the premises unless TRONPnui assigns designated areas.
31. Parking is available within the compounds of Te Tini o Porou. Vehicles and its contents are left on the premises at the owner's risk.
32. No alcohol beverages may be brought onto the premises by or on behalf of the 'Hirer' without prior agreement in writing is provided by TRONPnui executive management in its sole and absolute discretion. Failure to do so may result in the attendees being requested to vacate the premises.
33. Any additional cleaning performed by staff or contractors to get the facility back to a satisfactory condition may incur an additional charge.
34. Any damage to the building or the assets of the venue will result in the replacement or repair of the damaged property at the hirers cost.

Security

35. All hirers making bookings outside of business hours and when deemed necessary will be responsible for providing security services and payment of costs incurred.

Health & Safety

36. For any bookings made within normal business hours, a TRONPnui Health and Safety representative will meet with your nominated representative either on or before the event to complete a H & S Induction.
37. For any bookings made outside normal business hours, the 'Hirer' is required to appoint a Health and Safety representative. This person will be responsible for all First Aid and must hold a current First Aid certificate. A TRONPnui H & S representative will meet with this person either on or before the arrival to conduct a H & S induction.