



hallmark your special day *The Lodge@Shelly Bay*  
or  
amongst the hub of Wellington's Waterfront *Wharewaka@Poneke*

## VENUE HIRE AGREEMENT

The following Venue Hire Agreement aims to ensure both the satisfaction and safety of yourself and your guests/and or corporate group.

### **Booking payment terms**

- Full venue hire payment is necessary to secure your venue hire and the date requested.
- A signed copy of the Venue Hire Agreement must accompany your booking confirmation form.
- All details are to be finalised 10 working days prior to your function.
- Refunds will not be given for cancellations made within 21 days of the function, during peak season (1 October to 31 March)
- A 50% refund will be given on bookings cancelled with more than 21 days notice, and outside of the summer season.

### **Health and Safety**

- A Health and Safety brief is required upon entry to the venue.
- The areas outlined in the form below, will be discussed and your designated Health and Safety person, in case of an emergency or Health and Safety issues.

### **Responsibility**

To ensure the venue is respected, the hirer is responsible for:

- The behaviour of the guests and the management of alcohol consumption.
- Ensuring the safety of the guests and ensuring the hirer's guests conduct themselves so as not to expose themselves to risk of harm.
- Ensuring the venue facilities and equipment are not abused or left in a damaged condition.
- Ensuring the function (and any packing down that must be done) finishes within the designated venue hire period and that any decorations and hire equipment are removed at the conclusion of the function.
- Any damage to the venue property incurred during the hire period is at the cost of the hirer.
- Any lost, broken or missing equipment will be charged at replacement cost, who may then take the matter up with the person/s responsible.

### **Catering**

- All function catering is supplied by our exclusive caterer

**KPR Catering**  
(04) 499 8180  
order@kprcatering.co.nz  
www.kprcatering.co.nz

- Pack-out must be on the same day.

### **Alcohol Use**

- Events where alcohol is consumed must be supervised by the hirer.
- No alcohol is to be taken out of the designated venue areas

### **Music and Entertainment**



All prices quoted exclude GST  
Contact Paul Retimanu - [paul@kprcatering.co.nz](mailto:paul@kprcatering.co.nz) - 0274 512 186





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- Please discuss entertainment plans at time of booking.

**Photographs**

- Photography for non-commercial purposes is welcomed at our venue
- Consent must be granted for commercial or media photography. Please discuss photography plans at time of booking.

**I agree that the above information is correct and I understand the Venue Hire Agreement Terms**

**Signature:** \_\_\_\_\_

**Name of hirer:** \_\_\_\_\_

**Name of authorised representative of hirer:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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### **Health and Safety Declaration – to be completed on arrival at the premise**

To ensure you are aware of our Health and Safety rules at the venue:

- Please “designate” a person who will be responsible for Health and Safety at the venue.
- Upon entry to the venue you will be advised of Health and Safety Procedures including...
  1. Location of onsite phone for emergency calls
  2. Location of mustering area in case of emergency
  3. Location of Fire Alarm units – that must be activated in an emergency
  4. Name of designated Health and Safety person for your event, whilst on the premises, this person will be responsible for ensuring your staff and guests Health and Safety for the duration of the venue hire.
  5. A Health and Safety Pack including, first aid kit, warden jacket and safety hat, will be provided during the above brief and must be returned when keys are collected or at the closure of the event.

**Declaration - I have been advised of the Health and Safety at this Venue and understand the requirements of this role.**

Name of Designated Health and Safety Person

Venue: \_\_\_\_\_

Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_