



MLT Event Centre

Terms and conditions of hire and use

The Gore District Council is entitled to impose conditions on the use of the MLT Event Centre.

Facility booking or hire refers to any significant use of the Event Centre, its space or equipment as determined by the management.

To simplify this document, we refer to the facility as 'the Event Centre'; the group/organisation or individual hiring space, equipment or facilities as 'the hirer' and the Gore District Council as 'the Council'.

1 Booking and payment

- 1.1 All booking requests must be made on the appropriate booking form which is available from reception or online at <https://www.goredc.govt.nz/our-facilities/event-centres/mlt-event-centre/court-enquiry/>
- 1.2 The hirer will ensure that all sections of the booking form are completed and returned to the Event Centre before the booked activity takes place.
- 1.3 Regular bookings will be for a period no longer than a year. All regular bookings are subject to review and further agreement by the Event Centre and will need to be booked for each subsequent year. Booking packs will be sent out in October for bookings the following year.
- 1.4 Receipt by the Event Centre of the booking form does not constitute acceptance of the booking.
- 1.5 The Event Centre will issue the hirer with written confirmation of their booking before the booked activity takes place.
- 1.6 The hirer is expected to include in their booking time any set-up, break-down and warmup time requirements.
- 1.7 Casual bookings must be paid for at the time of booking. Payment should be made at reception either by eftpos or cash.
- 1.8 Event and regular hirers will be invoiced in line with the Council's standard terms and conditions of credit for all Event Centre space, changing rooms, meeting room, facility and equipment hire.
- 1.9 The hirer must pay all invoices by the due date indicated.
- 1.10 The hirer will not sublease the booked area to another group or organisation without prior written consent from the facility.
- 1.11 You must only use the area(s) of the venue that have been booked and confirmed.
- 1.12 You must ensure that all persons have vacated the venue by the end of the hire period.
- 1.13 You must adhere strictly to the confirmed hire period. Failure to do so will incur additional charges and possible cancellation of any future booking(s).
- 1.14 Group booking court hire fee includes cost of entry for players but does not entitle players to use facility pre or post booking time. This includes school bookings as well.

2 Alterations and cancellations

- 2.1 Booking alterations or cancellations must be sent to the stadium supervisor in writing.
- 2.2 For events, the hirer is required to give the Event Centre one month's written notice for cancellation of a booking. Failure to do so may result in the hirer having to pay the full amount. Casual and recurring bookings are required 24 hour notice or pay the full court hire or cancellation fee.
- 2.3 The Event Centre reserves the right to alter or cancel a booking at any time provided it gives the hirer one month's written notice.
- 2.4 The Council is not liable for any loss or expense the hirer incurs if the Event Centre is not able to make the facilities available as a result of fire, flood, earthquake, Civil Defence measure, failure or any other event beyond the Event Centre's reasonable control. In such cases, the Event Centre will refund any booking fees.
- 2.5 The Event Centre may cancel the booking if it considers that the management or control of the booking is deficient or inadequate and/or the behaviour of those attending could lead to danger or injury to any person or material damage to any property, including the Event Centre.
- 2.6 The Council is not liable for any indirect or consequential loss arising under or in connection with the booking's terms and conditions.

3 Health and safety

- 3.1 The hirer will take all practicable steps to ensure that the provisions of the Health and Safety at Work Act 2015 are met at all times.
- 3.2 The facility is covered under the Gore District Council's Health and Safety Policy.
- 3.3 The hirer will ensure that all participants, coaches, instructors, team managers, officials and spectators obey the Event Centre's rules at all times. This includes not entering any part of the facility that is not included in the booking.
- 3.4 The hirer will ensure that no one enters the facilities before the booking's start time unless otherwise arranged.
- 3.5 No alcohol is permitted on the premises unless there is written consent by the facility manager and under a valid special liquor licence, with a copy provided to the Event Centre before the event or activity.
- 3.6 The staff member on duty at the time of the booking has the final decision-making authority regarding any health and safety matter concerning the booking.
- 3.7 For events, the hirer will provide marshals to ensure the orderly behaviour of participants at all times. All marshals are to be made aware of the Event Centre's relevant emergency policies, procedures and practices. The Event Centre will provide the hirer with this information at the time of booking.
- 3.8 It is recommended each hirer has a person qualified first aid present with the appropriate equipment e.g. ice packs, strapping, plasters etc. during the hire.
- 3.9 Any accidents involving blood spillage are the responsibility of the coach, teacher and/or guardian-in-charge of the group and must be cleaned up. Cleaning equipment is stored in the Event Centre first aid room. A list of clean up procedures is located inside the first aid room.

4 General

- 4.1 The hirer will ensure merchandise, including food, beverages and souvenirs, is not sold by the hirer or any of their agents without the facility manager's prior written permission.
- 4.2 The hirer may be required to participate in the inspection of the hired facilities either before or after the booked activity takes place.
- 4.3 Groups will be permitted entry no earlier than 15 minutes prior to the booking start time. No entry in to the stadium until coach, teacher or responsible person is present. Common areas and foyer can be used until such time.

- 4.4 The hirer will not permit any photography, including the use of pxt-capable mobile phones, television, radio broadcasting or filming, without the Event Centre manager's written consent.
- 4.5 Unless otherwise notified, the Council reserves the right to film and/or photograph any booking for its own historical records and for publicity purposes.
- 4.6 The hirer acknowledges that they store or use their own property at the recreation centre at their own risk.
- 4.7 The hirer must comply at their own expense with all applicable statutes, regulations, bylaws, payment, consents and the Council's policies and procedures relating to the Event Centre's use, occupation, safety and security.
- 4.8 The hirer will not permit any advertising to be displayed in the facility without the facility manager's written consent.
- 4.9 In the case of after-hours bookings, the hirer will ensure all participants are in the facility before the official closing time.
- 4.10 No child under the age of 10 is permitted to enter the Event Centre unless supervised by a responsible adult 16 years or older.

5 Care of the Event Centre

- 5.1 Any damage to Event Centre fittings or fixtures during the term of the hire is the responsibility of the hirer. A full inspection will be completed at the conclusion of the booking to assess a bond refund.
- 5.2 The hirer is responsible for the cost of repair or replacement of equipment or facilities, if damage is caused by the hirer's misuse.
- 5.3 Event Centre Management recommend regular checks, ideally at 30 minute intervals, of toilets and changing facilities to ensure there is no graffiti or vandalism taking place.
- 5.4 The hirer is responsible for leaving the Event Centre in a clean and tidy condition at the conclusion of the function. If cleaning is not carried out to a satisfactory standard and the Event Centre supervisor is required to complete the work, the hirer will be charged accordingly.
- 5.5 No hirer is to install additional power or lighting in the Event Centre without prior approval from the Event Centre supervisor.
- 5.6 Please note that smoking is prohibited in all areas of the Event Centre.
- 5.7 Parking on grassed areas, footpaths and drop off zone around the Event Centre is prohibited at all times. Parking on the grassed overflow parking area is acceptable only.
- 5.8 We cannot guarantee parking availability.

6 Fire Safety Procedures

- 6.1 The person hiring the Event Centre on behalf of a group, club or other organisation shall be responsible to see that fire safety regulations, relating to the Event Centre, are strictly adhered to during the hire.
- 6.2 In the event of an incident that requires the building to be evacuated, the hirer shall assume the role of **attendant/warden** and proceed to organise the evacuation, via the exits, to the designated assembly area. This includes a check of the toilets and changing rooms, plus all other rooms, to ensure the Event Centre is completely cleared.

- 6.3 Exits must be kept clear and visible at all times.

6.4 The Fire Service (NZFS) must be advised as soon as possible. Dial 91 – 111

- Assist all occupants in the area to leave the building via the nearest, safe exit.
- Check toilets and other store rooms.
- Ensure critical appliances and systems, such as heaters, are turned off.
- The hirer must remain as close as safely possible to the building to prevent re-entry and to be on hand to advise the Fire Service on their arrival.

- Compliance with the NZFS evacuation scheme.
- 6.5 Should an alarm be activated under false pretenses, the hirer will be automatically charged a minimum of \$600.00 plus GST to recover the cost involved.

MLT Event Centre
Booking Policy 2008

BACKGROUND

The MLT Event Centre's purpose is to serve the Gore District community as a key multi-purpose venue for hosting sporting, leisure, trade and cultural activities, and events.

We have set some key goals this year that the Council supports. Those that relate to your use of the Event Centre are as follows:

- 25,000 visitors annually.
- Securing long term tenure of two to three 'anchor' high profile teams or multi-use events.
- Securing financial support and business partners that can deliver returns to assist community access and utilization.
- Attracting key high profile events that showcase the Event Centre and the Gore District to wider New Zealand.
- Provide a convention and trade show centre and attract three to five such events per annum.
- Provide a high quality venue with 1,000 bookings per year.

As use of the Event Centre increases we are conscious of the need to carefully consider how we maintain a balance between the competing interests for use. We intend to use the following policy and procedures with respect to taking bookings and assessing which events and users will have priority.

The following matrix will be used to assess the various users of the Event Centre and the conditions that apply to accepting bookings and amending bookings, as and when necessary.

User Assessment Matrix

To assist Event Centre management consider booking priority and possibly bumping events/users, we have adopted a matrix that considers factors consistent with the business plan and objectives of Event Centre management. The factors considered are:

- Financial yield / return.
- The profile the user/event brings to the Event Centre and the Gore District.
- Community return (number of heads and type of event).
- Networks the event/user brings to the Event Centre.

Financial Return	\$1,000+ per event day	High	II	II	I
		Med	IV	III	II
	\$<300	Low	V	IV	III
			Low	Med	High

Business Aims Match

Business Aims Match is a subjective measure, in the opinion of Event Centre management, of the return the event/user makes towards the aims and objectives, considering the:

- Contribution to attracting visitors.
- Profile the hire brings to the Event Centre and/or Gore District.

Type I: High Yield and either High Community Interest or High Profile

Examples might include:

- Test matches for high profile sports (international or national champs).
- Commercial events with high community interest or high profile.
- Regular high profile events and commercial rate users.

Type II: High in one; Medium in other.

Examples might include:

- National championships for high profile sports at senior level eg netball championships.
- Commercial events with medium returns for community/profile.
- Lower profile events.
- Large scale commercial meetings & events.
- Large cultural/religious festivals of national or regional significance. Regional being Southland.

Type III: Either High in one and/or in other or medium in both.

Examples might include:

- Regular users with high participation & frequency (eg weekly scheduled sporting events).
- Gore or Southland “local” events.
- Lower profile national tournaments and regional tournaments.
- Commercial meetings – smaller scale.
- Community tournaments.
- Cultural/religious events - small to medium scale.
- Filming.

Training times for high profile teams will be allocated alongside type 3 events with the aim of providing our home teams some allocation of peak hour training times by negotiation with Event Centre management.

Type IV: Medium in one and low in other.

Examples might include:

- Regular users with low participation and/or frequency.
- Council workshops / meetings, high community participation meeting – e.g. public forum.

Type V Low / low in both categories.

Examples might include:

- Training times for local teams.
- Casual court hire.
- Low frequency – low participation meetings.

MLT Event Centre Bumping Policy

While some discretion will be applied to what bookings we accept and consideration will be given to the number of events we may host, the following will be used as a guideline by management in deciding to bump bookings when deemed necessary:

Type 1 and 2 - major events that will take priority over bookings with the ability to “bump” other users of required.

Type 3, 4 and 5 - may be bumped for type 1 and 2 events.

Notice of amendments:

Wherever possible as much notice of a change will be given. However, as a worst case scenario the Event Centre may bump events which are:

Type 3 and 4 Minimum 30 days’ notice best endeavors will be used to give as much advanced notice as possible from event confirmation date.

Type 5 Minimum 24 hours - best endeavors will be made to give as much advance notice as possible.

Booking Process

For all bookings

Bookings can be made directly with the Event Centre supervisor. Where clarification is required, users should contact the Event Centre supervisor. For all bookings, a signed ‘Waiver of Liability’ from the ‘CONDITIONS OF HIRE AND USE’ will be required, the ‘Waiver of Liability’ will cover the hirer for one year. No booking is confirmed until the hirer has received a written confirmation, will be provided with time, court booked, equipment to be set up and the cost of hire.

A bond will need to be paid prior to hire when the entire Event Centre is booked. The bond will be refunded following completion of the event and an inspection by the supervisor.

The value of the bond shall be \$500 for commercial users.

For scheduled bookings

Each November advance bookings for the Event Centre shall be advertised for the coming year. In December the bookings shall be scheduled, clashes discussed with users and resolved in January. The annual booking schedule shall be confirmed by 1 February.

School Bookings

Each November advance bookings for the Event Centre shall be advertised for the coming year. In December the bookings shall be scheduled, clashes discussed with users and resolved in January. The annual booking schedule shall be confirmed by 1 February. Annual and major school events should be booked in this way.

Other bookings required by schools throughout the year need to be booked with Event Centre reception 10 working days prior to usage.

Free time in the Event Centre booking schedule may be filled by schools on a day by day basis.

- School usage during term time for schools covered by the Ministry of Education Agreement are free-of-charge.
- School events i.e. fundraising, productions, shows, formal events shall be booked during the annual booking round in November and are free-of-charge.
- Schools utilising free time in the booking schedule will not be charged.
- All bookings outside the stated parameters shall be charged at normal rates.
- All schools using the Event Centre **must** call in at reception and give the total number of persons attending for the day. This number will include any spectators.

Disputes Process

Whenever a dispute arises relating to the hire and/or use of the Event Centre, the issue shall be resolved by way of a discussion between the aggrieved party and Event Centre management.

Declaration

“We the undersigned users hereby agree to abide by and comply with the terms and conditions of our hire as set out in this document”.

Signed on behalf of the user:

Print name

Signed

Date

Position

Email

Signed on behalf of the Gore Multisports Complex, MLT Event Centre Management:

Print name

Signed

Date

Position

MLT EVENT CENTRE BOND PAYMENT WAIVER

I acknowledge that in pursuing and being granted a waiver from the payment of a bond for the hire of the Event Centre, I agree to be personally liable for any damage to the centre’s fixtures, fittings, chattels, windows, walls, floors and all other equipment associated with the centre.

In agreeing to this liability, I further acknowledge and agree that I will pay for the cost of any repairs required as a result of damage caused during the hire period, within 20 working days of receiving a tax invoice from the Gore District Council, and further acknowledge that this debt may include labour, materials and travel costs of a reputable contractor.

This waiver will last the term of one year.

Print Full Name

Address

.....

Telephone Home/work

Cell phone

Email

Signature
(Hirer)

.....
(Witness)

Date