

Harrington Hall Theatre

1 **BOOKING DETAILS**

Please complete the details in the Schedule and return to the Secretary, Pukekohe Light Opera Club, P.O. Box 413, Pukekohe. The details in the Schedule and the attached Terms and Conditions form the basis of the Hire Agreement between the Pukekohe Light Opera Club (PLOC) and the Hirer named below. Once this form is returned and the booking is confirmed by the Pukekohe Light Opera Club the Hirer is bound by the Terms and Conditions attached, including those as to cancellation.

2 **Hire Details**

Name of Organisation:	
Contact Name & Position in Organisation:	
Address of Organisation:	
Day Phone:	Email:
Home Phone:	Fax:
Description of Hire / Name of Show:	
Facilities Required: Auditorium / Foyer Only (delete one)	
Names of authorised PLOC Members YOU have selected & arranged to be present:	
Safety Officer:	Lighting:
Names of Hirers personnel YOU have selected & arranged to be present:	
Kitchen:	Bar:
Booking Agent:	Liquor Licence:

3 SCHEDULE

Date/s of Hire	Pack In / Preparation Time			Doors Open	Show / Function Time			Pack Out Time		
	From	-	To		From	-	To	From	-	To
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4 HIRE AGREEMENT

The Hirer agrees to hire the venue named in the Schedule at the times on the date recorded and agrees to the attached Terms and Conditions.

DATED: this _____ day of _____ 20__

SIGNED for _____

by _____

(Print name _____)
 (being a person duly authorised by it to do so)

SIGNED in the presence of:

Witness Signature _____

Name _____

Address _____

Occupation _____

5 TERMS OF LETTING

- 5.1 **A DEPOSIT/BOND** is to be paid to the Pukekohe Light Opera Club for Non Club Member hire, to validate the signed agreement, this sum to be held until the agreement has been complied with. Such deposit/bond if not paid by the due date shown on the AGREEMENT FOR HIRE may cause the booking to be cancelled. A booking will be automatically cancelled if the deposit/bond has not been paid by the intended date of box office plan opening or twenty-one days before the performance (whichever occurs first).
- 5.2 **THE ABOVE SUM** may be used as part payment to repair any damage to the Harrington Hall Theatre caused by the Hirer or patrons during the hire, or to cover any loss property from the Theatre.
- 5.3 **THE HIRER SHALL :**
- A. Pay all staff engaged by or on Hirer's behalf.
 - (i) all front of house personnel
 - (ii) all backstage and technical personnel
 - B. Not allow or permit any dangerous or objectionable performance. The committee of the Pukekohe Light Opera Club reserve the sole right to determine whether or not any performance is dangerous or objectionable.
 - C. Ensure that all relevant safety regulations are fully complied with and carry out all safety checks on days of hirage as per Building Warrant Requirements
 - D. Ensure that appropriate licences and permits (for example those related to liquor and the use of pyrotechnics) are obtained and that all provisions of these are fully complied with
 - E. Indemnify the Pukekohe Light Opera Club, against all claims and demands.
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- 5.4 **THE RENTAL** includes provision for heating and air conditioning.
- 5.5 **THE HIRER/PROMOTER** will forfeit the deposit/bond unless seven days' written notice of cancellation is given before the date of performance. In all cases the person or organisation hiring the Theatre shall be responsible for costs and charges incurred on their behalf prior to cancellation.
- 5.6 **THE PUKEKOHE LIGHT OPERA CLUB**, shall not be responsible for the non-availability of the Theatre through force majeure or any other circumstance beyond its control.
- 5.7 **THE PUKEKOHE LIGHT OPERA CLUB** shall not be liable for any claims in regard to the Hirer's or patrons motor-vehicles, including damage, theft or any other incident however the hirer is advised to assign personnel to monitor vehicles security during performances.
- 5.8 **HOURS OF HIRAGE** The Hall is not for hire between the hours of midnight and 7am unless by special arrangement with the PLOC Committee
- 5.9 **THE HIRER** shall refrain from nailing, bolting, sticking, screwing or in any other way attaching equipment, notices and advertisements without first obtaining permission from the Theatre's management.
- 5.10 **THE HIRER** shall not permit any additional seating in the auditorium beyond the 176 seats installed other than patrons in wheelchairs.
- 5.11 **THE HIRER** shall be responsible for cleaning the theatre at the end of the hire period. The Pukekohe Light Opera Club will make an additional charge to cover the cost of any additional cleaning required.

All enquiries should be addressed to :

The Secretary, Pukekohe Light Opera Club, P O Box 413, Pukekohe.

secretary@ploc.org.nz
