

ONEONESIX

Hire Agreement

This hire agreement is between ONEONESIX Trust, the **Hiree**, and the **Hirer**, for the hire of ONEONESIX, 116A Bank Street, the **Venue**.

HIRE DETAILS

Event name: **Test Event**

Hire details and fees are as completed by the **Hirer** on the SpaceToCo website.

TERMS AND CONDITIONS

TERMS OF USE

ONEONESIX is a Whangārei District Council (WDC) owned community facility leased by ONEONESIX Trust. Under the terms of the WDC Grants, Loans and Concessions Policy the **Venue** is not available to hire for events where the primary purpose of the activity is to promote religious, political, or commercial activity.

HEALTH AND SAFETY

1. All statutory rules, regulations and bylaws in force shall be strictly observed by the **Hirer**.
2. It is the responsibility of the **Hirer** to ensure the health and safety of all persons attending their event – see further detailed requirements below. The **Hiree** does not take responsibility for any injuries that occur while the **Hirer** is using the **Venue**.
3. The **Hirer** must ensure that access and egress for residents, businesses or emergency vehicles are always available and that the public is not unduly inconvenienced by the **Hirer's** event. This includes public and private access ways that must always be kept clear.
4. It is the responsibility of the **Hirer** to make themselves familiar with the evacuation procedure in case of fire at the **Venue**, and to ensure that all emergency exits are clear and free of any obstacles. Please see the Fire Evacuation Plan on the [ONEONESIX website](#).
5. In case of fire at the **Venue**, the **Hirer** must ensure the evacuation procedure is followed immediately and fire emergency response is notified.
6. The **Hirer** is responsible to appoint and instruct a fire warden for the event. The assigned fire warden must ensure that all emergency exits are checked twice prior to the event and at least once during the event. This includes ensuring there is no interference with smoke detectors, fire extinguishers and emergency exits.
7. Any hazard a **Hirer** may encounter either because of any activity or the physical condition of the building must be reported immediately to the **Venue** manager or to WDC by calling 09 430 4200.
8. Where access to the lighting bar is required, the **Hirer** must arrange this prior to the beginning of the hire. Appropriate and required safety and access equipment must be used. The **Venue** scaffold equipment must not be used without previous arrangement.

INSURANCE

The **Hiree** does not undertake to arrange for or maintain any insurance cover for any damage or loss of the **Hirer's** belongings or equipment incurred during the hire period.

DAMAGE

The **Hirer** agrees to pay for any damage to the Venue or the Venue's equipment that occurs during the duration of the period the **Hirer** occupied the space. The **Hirer** must notify the Venue Manager of the damage caused. If the **Hirer** notices any damage during the use of the **Venue** that occurred outside of the hire period, they will notify the **Hiree**.

SMOKING & ILLEGAL SUBSTANCES

Illegal substances are not permitted at the **Venue** at any time either inside or outside the building. As a WDC owned community venue, smoking is not permitted anywhere on the **Venue** property including inside the building, in the courtyard or the alleyway.

USE OF TECHNICAL EQUIPMENT AND LIGHTING

The **Venue** technical equipment may only be used by qualified people and all users must be approved by the **Venue** Technical Manager. The maximum loading amount for the **Venue** lighting rig must not exceed that stipulated in the ONEONESIX Lighting Rig document on the [ONEONESIX website](#). If technical support is required, please contact scott@oneonesix.nz. Depending on the technical requirements of the hire, this may incur additional fees.

BAR AND ALCOHOL

The **Venue** holds a license to sell alcohol at performance events. The **Venue** reserves the right to decide which events may operate a bar that sells alcohol. If the **Hirer** wants to operate a bar at the event, this must be discussed with the **Venue** manager at least 20 working days prior to the event as a Special License may be needed. Requests for a Special License outside of this time will not be considered under WDC and New Zealand Police licensing regulations. The **Venue** is not available as a BYO venue for ticketed and public events. For private events where alcohol is to be consumed but not sold, a Notification of Special Event application must be filed with WDC. This application must be filed 5 working days before the event. Please see the WDC tool at [this link](#) to check the license type required.

CLEANING

All users of the **Venue** are respectfully requested to leave the space in a clean, sanitary, and tidy state. Please ensure that all spaces used during the hire period are clean and tidy. The **Venue** will work with the **Hirer** to organise a pack-out and cleaning following the event. It is the responsibility of the **Hirer** to ensure they have adequate team members to assist in pack-out/cleaning. This may include, but is not limited to:

- removal of staging, seating, and any set
- removal of rubbish & recycling
- cleaning kitchens, bathrooms & surfaces
- vacuuming, sweeping & mopping floor areas including hall area

RUBBISH

The **Hirer** is responsible for ensuring the bins in the kitchen are maintained, including recycling, compost, and general waste. The bins can be emptied into the outdoor bins the alleyway accessed via the kitchen. If the outdoor bins require emptying, please let the Venue Manager know.

PARKING

The **Venue** has 4 car parks available for use: 3 car parks available along the fence in the adjacent private car park, and 1 car park at the front of the building. These parks are labeled with signs and are

available all hours for **Venue** users and hirers. After 6pm the parks in the adjacent private car park are available to use for ONEONESIX events so long as they are vacated the same day. The **Venue** takes no responsibility for damage or theft of vehicles or property in these car parks at any time or for the towing of vehicles during business hours that are parked in car parks that are not one of the 4 **Venue** car parks.

BEAGLE RADIO STATION AT ONEONESIX

Beagle Radio is a community radio station based at ONEONESIX, located in the foyer of the **Venue**. The **Hirer** acknowledges that DJs may arrive to broadcast their show during the **Hirer's** event. All Beagle DJs understand and respect that the **Venue** is an events and performance venue. The Beagle radio booth is soundproofed.

EVENT PHOTOGRAPHY

The **Venue** is required to submit impact reports to funders and from time to time the **Hiree** may request the **Hirer's** permission to use images from the event to assist with these reports.

VENUE ACCESS

The **Hirer** will be issued a PIN code to access the **Venue** electronic lock. The code is time limited for the duration of the hire period. The **Hirer** agrees that they will not share or distribute the PIN code to any other person.

COFFEE SHOP AT ONEONESIX

The small coffee shop located in the entrance way of the building. The hours vary but is generally open to the public on weekdays, 7:30am-noon. The **Hirer** is aware that coffee shop may operate during the hours of the hire. The **Hirer** may request that the foyer be closed to customers; if this request is agreed to by ONEONESIX the café will remain open and will serve takeaway items which can be consumed in the courtyard.

MARKETING

ONEONESIX reserves the right to advertise events through its social media channels. Please contact the Venue Manager to discuss the possibility of marketing the event via the ONEONESIX social media accounts and website - kait@oneonesix.nz.

DECLARATION

By clicking the accept terms and conditions checkbox in SpaceToCo, the **Hirer** agrees to the terms and conditions listed above.

ADDITIONAL INFORMATION

KAUPAPA OF THE SPACE

ONEONESIX is a shared community space that values people working together, creating good will and participatory activity. ONEONESIX requests that the groups hiring the space understand and respect this kaupapa. ONEONESIX is intended to be shared, there may be other users in different areas of the building during the booking. If the event requires the full use of the venue, please specify this when booking. Where possible, ONEONESIX will notify regular events, classes, or other space users prior to the hire.