

## EXTERNAL USER CONTRACT

### VENUE HIRE TERMS & CONDITIONS

#### **1. Restaurant Only - \$100.00\***

*The facilities are made available and it is the responsibility of the **Hirer** the function to ensure the Restaurant has been properly cleaned and refurbished and all rubbish removed..*

#### **2. Restaurant including Glassware, Cutlery, Cutlery - \$150.00\***

*The facilities and required numbers of equipment are made available. The onus is on the **Hirer** to ensure the venue has been properly cleaned and refurbished and all rubbish removed.*

#### **3. Restaurant & Kitchen Facilities, Kitchen equipment, Glassware, Cutlery, Crockery - \$250.00\***

*NorthTec will conduct a stocktake of Kitchen equipment, glassware, cutlery, crockery, or, items as required of specified by the **Hirer**.*

#### **General**

Prior to the function we will meet together, show you where to find the necessary equipment and go through your requirements.

Due to fire regulations the restaurant is licensed for **80 persons** seated and **130 persons** for a standing function – this also includes those organising the function and workers.

#### **Beverages**

Tea and Coffee facilities available on request at \$2.50 per guest.

The Apprentice Restaurant has a fully licenced bar which is only open during service. You must ensure you have the services of a **Duty Manager** that must comply with the law and abide by the requirements of the **Sale and Supply of Liquor Act 2012**.

At no time will any alcoholic beverages be allowed to be brought into, or consumed on premises without a **Duty Manager** present.

#### **Equipment**

The **Hirer** is responsible for setting up, cleaning and packing away any furniture, crockery, cutlery and any equipment used during their hire period. All furniture must be returned to designated storage area, or put back into its original setting before departing.

The **Hirer shall be responsible** for the cost to replace **any** breakages, damage or loss that occurs during **the period of hire**.

## Security Access

Our Campus **Security Guard** will open and unset the alarm system for you. Once you are nearing the end of your function please call the Guard and let him know. He will be responsible to check the building and reset the alarms. His onsite and Main Office contact number is;

➤	<b>Onsite Security Guard</b>	<b>Mobile</b>	<b>021 948 492, or</b>
➤	<b>Main Office (Direct Line)</b>	<b>Phone</b>	<b>09 430 3232</b>

## Cleaning

The **Hirer** is responsible to;

- ✓ Remove all rubbish and placed in the rubbish skip (as shown),
- ✓ Wipe tables down,
- ✓ Mop up any wet spills,
- ✓ Vacuum carpet area,
- ✓ Check toilets are clean and tidy, paper towels are placed in the rubbish bins provided,
- ✓ Vacuum cleaner is emptied and returned to the storeroom (as shown)

Should the hire include the **Kitchen**, the Hirer is to leave the kitchen facilities in a clean and tidy state upon departure. Any **leftover food** is to be taken and all **dry** and **wet waste** is to be removed.

If the **Restaurant, Kitchen** or **toilet blocks** are not left as they are found, the **Hirer** will be invoiced a **\$150.00** cleaning fee.

## Point of Contact

For further information regarding the above please contact **Shane Paraone, (09) 470 3763** or [sparaone@northtec.ac.nz](mailto:sparaone@northtec.ac.nz)

## HIRER'S AGREEMENT

**I acknowledge I have been briefed on the Venue Hire Terms and Conditions as outlined in this External User Contract. In signing this Contract, I agree to abide by its terms and conditions.**

Signed: \_\_\_\_\_  
(Hirer)

Date: \_\_\_\_\_ 2016

Signed: \_\_\_\_\_  
(On Behalf of NorthTec)

Date: \_\_\_\_\_ 2016