



VENUE HIRE AGREEMENT

This agreement is made between

KAURI ORA FARMS LIMITED (KOFL)

and

The Hirer described in the **Schedule** as follows:

SCHEDULE

Hirer (full name):			
Contact address:			
Contact number:			
Purpose of hire:		No. of guests:	
Hire date and time:	From ___/___/_____, ___:___ AM/PM To ___/___/_____, ___:___ AM/PM		
Following day access (or N/A):	From ___/___/_____, ___:___ AM/PM To ___/___/_____, ___:___ AM/PM		
Hire charge:	\$		
Bond:	\$		
Dated:			
Signed on behalf of KOFL:			
Signed by the Hirer:			



1. In consideration of the payment of the Hire Charge and Bond described in the Schedule, the Hirer shall be entitled to the exclusive use and occupation of the premises known as the Kauri Ora Farms Venue for the Hire Period and for the purpose described in the Schedule.
2. The Hirer shall at all times observe all Laws and By-Laws relating to the use of the premises and comply with any directions given from time to time by any authorised agent of any relevant local authority.
3. The Hirer shall keep the KOFL premises in the same good order and condition it was in at the time of commencement of the Hire Period.
4. Subject to the Hirer observing the terms and conditions of this agreement, KOFL shall refund the Hirer's bond within seven (7) days of the expiry of the Hire Period.



TERMS & CONDITIONS OF HIRE

I / We _____ being the Hirer/s of the Kauri Ora Farms Venue agree and will comply in total with the following conditions of hire:

1. Payment of the Hire Charge and Bond is to be made in full prior to the hire date.
2. Cancellations by the Hirer/s within 30 calendar days of the hire date: 25% of the Hire Charge will be charged.
Cancellations by the Hirer/s within 7 calendar days of the hire date: 50% of the Hire Charge will be charged.
Cancellations by the Hirer/s within 48 hours of the hire date: 100% of the Hire Charge will be charged.
3. Neither party is liable for any breach of, or failure to perform, its obligations under this Agreement in whole or in part to the extent that the breach or non-performance resulted from a force majeure event where the party has communicated the circumstance of that event and taken any and all appropriate action to mitigate that event. Force majeure will include, but not be limited to, earthquake, typhoon, flood, fire, and war or any other unforeseen and uncontrollable event.
4. Hirer/s will only use the part of the property that has been hired and paid for, for the time specified. Hireage of the Venue does not include use of the greenhouse, farm shed, other parts of the farm or cabin accommodation unless otherwise agreed.
5. The Kauri Ora Farms Venue is to be vacated by the finish time stated above. Where prior agreement is obtained, cleaning and storage of furniture/equipment may take place the following day by the time agreed.
6. An additional cleaning fee may be deducted from the Bond if deemed necessary by KOFL.
7. Specific prior approval must be obtained if the Hirer/s intend to attach any temporary stickers or signs in any manner to the walls, windows, fittings or furniture for decoration purposes. There must be no use of permanent fixtures such as staples, drawing pins, nails, spray paint etc.
8. The hireage of any third party equipment is the responsibility of the Hirer/s. Hirer/s will be responsible for the storage of all hired furniture and equipment (trestles, chairs etc.) to its correct place for collection by the vendor. KOFL will not be liable for any damage to hired equipment during the event or during delivery or collection.
9. Hirer/s will collect and dispose of all refuse as accumulated by the Hirer/s during the hire period in the bins and bags provided.
10. Evening functions are to end with music turned off by 12:00 a.m. midnight. The Kauri Ora Farms premises is to be vacated by all Hirer/s and guests by 1:00 a.m.



11. Hirer/s will ensure that the NO SMOKING policy inside any buildings or enclosed and covered areas is complied with.
12. Hirer/s will ensure that the NO ANIMALS policy on the property is complied with.
13. The sale of liquor requires an Alcohol Special Licence from Rodney District Council. This special licence must be obtained at least 15 working days prior to the event and a copy provided to KOFL.

Note: a licence is not required for events where alcohol is being supplied free of charge by the host or for BYO (Bring Your Own) events.
14. Hirer/s will take full responsibility for the storage and protection of own equipment and property while it is within the Kauri Ora Farms premises. KOFL will not be liable for any loss, theft or damage of personal property for any reason.
15. Hirer/s will ensure all Kauri Ora Farms chattels (crockery, furniture and equipment etc.) listed in Appendix 1 are accounted for at the end of the specified hire period.
16. Hirer/s will undertake to make good any damage or loss to Kauri Ora Farms property or equipment that is attributable to members, supporters or invited guests during the specified period of hire. Any damage caused to the Venue or its equipment may be repaired or replaced by a tradesman of KOFL's choosing and the cost deducted from the Bond.
17. Hirer/s will allow access to the Venue at all times by KOFL Staff.
18. Hirer/s are aware that subletting is not permitted. Overnight occupation is only permitted where prior agreement and payment has been made.
19. No open fires shall be lit on the property during the specified period of hire.
20. Health and Safety: Hirer/s must avoid any activity which places themselves, their guests or other attendees at risk of injury to themselves or others. In the event of the Hirer/s becoming aware of any hazardous situation associated with the building then such hazards must be isolated and the matter reported to KOFL Staff.
21. As a condition of the hiring of the Kauri Ora Farms Venue, the Hirer/s agree to be appointed and act as the Fire Warden pursuant to the Fire Safety and Evacuation of Buildings Regulation 1992. The Hirer/s further acknowledge that they have been supplied with a copy of the Warden's duties and understand the actions required of them in the event of a fire.
22. Understand that should any expenses be incurred by KOFL due to non-fulfilment of any conditions, that the cost may be deducted from the Bond and/or the costs born in total by the Hirer/s.



I / We have read and understood the above conditions and agreed to be bound by them.

Signed: _____
(an authorised representative of the Hirer/s)

Date:

Name:
(please print clearly)

APPENDIX 1: KAURI ORA FARMS CHATTEL LIST

Qty	Description	Yes	No	Comment:
4	Bar stools	<input type="checkbox"/>	<input type="checkbox"/>	
4	Dining chairs with cushions	<input type="checkbox"/>	<input type="checkbox"/>	
1	Indoor bench seating	<input type="checkbox"/>	<input type="checkbox"/>	
1	Indoor dining table	<input type="checkbox"/>	<input type="checkbox"/>	
1	Sofa	<input type="checkbox"/>	<input type="checkbox"/>	
1	Side table	<input type="checkbox"/>	<input type="checkbox"/>	
1	Microwave	<input type="checkbox"/>	<input type="checkbox"/>	
1	Fridge/freezer	<input type="checkbox"/>	<input type="checkbox"/>	
1	Kettle	<input type="checkbox"/>	<input type="checkbox"/>	
	Hot water urn	<input type="checkbox"/>	<input type="checkbox"/>	
	Pots and pans	<input type="checkbox"/>	<input type="checkbox"/>	
	Kitchen knives	<input type="checkbox"/>	<input type="checkbox"/>	
	Tall drinking glasses	<input type="checkbox"/>	<input type="checkbox"/>	
	Short drinking glasses	<input type="checkbox"/>	<input type="checkbox"/>	
	Wine glasses	<input type="checkbox"/>	<input type="checkbox"/>	
	Mugs	<input type="checkbox"/>	<input type="checkbox"/>	
	Small plates	<input type="checkbox"/>	<input type="checkbox"/>	
	Large plates	<input type="checkbox"/>	<input type="checkbox"/>	
	Soup bowls	<input type="checkbox"/>	<input type="checkbox"/>	
	Cereal bowls	<input type="checkbox"/>	<input type="checkbox"/>	
	Saucers	<input type="checkbox"/>	<input type="checkbox"/>	
1	Fire extinguisher	<input type="checkbox"/>	<input type="checkbox"/>	
1	Broom/dustpan	<input type="checkbox"/>	<input type="checkbox"/>	
1	Barbecue	<input type="checkbox"/>	<input type="checkbox"/>	