



SOUTH WAIRARAPA  
DISTRICT COUNCIL  
*Kia Reretahi Tātau*

# Hire of the Featherston Sports Stadium

## TERMS AND CONDITIONS

### GENERAL

#### 1. Bookings

- 1.1 The Stadium is available for hire only to sports clubs and organisations. It is not available for social events other than those associated with organised sports club activities.
- 1.2 Bookings are to be made by contacting the Venue Coordinator, [venues@swdc.govt.nz](mailto:venues@swdc.govt.nz), ph 06 306 9611 ext 865 or at the Featherston Library/Service Centre, 70 Fitzherbert Street, Featherston.
- 1.3 Bookings are to be made on a firm basis. Conditional or “pencilled” bookings are not accepted.
- 1.4 *Casual Bookings*  
The hire charge shall be paid in full prior to the event and no later than the time at which keys are uplifted, which must be before 4:30pm prior to a booking commencing. Clubs using the stadium as a wet weather alternative are usually invoiced at the end of the season.
- 1.5 *Seasonal Bookings*  
The hire charges may be paid at the end of the season or period covered by several bookings, for approved hirers.
- 1.6 *Cancellations*  
A full refund of any charges and deposits paid will be given if a booking is cancelled seven (7) or more clear days before the date of hire.

For cancellations of less than 7 days notice:

- Less than five (5) but more than two (2) working days, will incur an invoice charge for 25% of the full amount of hireage;
- Less than two (2) working days will incur an invoice charge for 50% of the full amount of hireage;
- Less than one (1) working day will incur an invoice charge for the full amount of the hireage.

1.7 Sub-letting a booking is not permitted.

1.8 *Hours*

Bookings may be made for periods between the hours of 8:00am and 12:00am (midnight), by which time hirers shall be clear of the building and car parking areas.

1.9 *Keys*

Keys are to be returned to the Featherston Library and Service Centre as soon as practicable after a booking or placed in the return book slot beside the front door of the library by 9.30am on the first working day after a weekend booking. Keys may not be transferred to other persons. Duplicates may not be made under any circumstances.

**2. Hirers**

2.1 Persons hiring a venue shall be not less than twenty (20) years of age, and together with persons representing an organisation, shall be held personally responsible for all aspects of the booking including the conduct of all persons in attendance.

2.2 The purpose for which a venue is required must be stated on the application form.

2.3 A reliable address and contact telephone number must be given for all bookings.

2.4 Food and drink is to be prepared in the kitchen and served and consumed only in adjacent entertainment areas in the building but not in the main stadium, which is restricted to sports activities only.

2.5 The laws and regulations governing the consumption of alcoholic liquor must be observed at all times. Appropriate enquiries for details should be made by contacting the SWDC Environmental Services on (06) 306 9611.

2.6 Smoking is not permitted anywhere in the Stadium.

2.7 Fire exits shall be kept free of any obstruction and any decision of a Fire Officer in respect to this or any other fire safety matter shall be final.

2.8 Hirers must ensure that the correct footwear is worn at all times by users of the Stadium.

**3. Setting up and Preparation**

3.1 Hirers may prepare or set up the Stadium on the day prior to the booking, provided it is not booked on that day.

- 3.2 The use of pins, nails, staples or adhesive tape on tables, chairs, walls, pillars or any fixture is not permitted.
- 3.3 Floors, walls or any parts of the building may not be pierced by any contrivance, nails, screws etc, nor defaced by printing, signs, advertising or any other forms of decoration or by the temporary installation of any equipment or device.

#### 4. Cleaning

- 4.1 Hirers are required to leave the stadium and all service rooms (toilet areas, kitchens etc) in a clean and serviceable condition. Cleaning equipment is available for hirers use or hirers may provide their own.  
The building, adjacent areas and car park should be clear of all food scraps, rubbish and bottles.
- 4.4 Floors shall be swept clean and all tables and surfaces shall be cleaned. All rubbish and bottles shall be removed from the Stadium and adjacent areas and car parks.
- 4.5 Chairs and tables are to be returned to their respective storage areas and must be carried, to protect floor surfaces.
- 4.6 In the event the Stadium is left in a dirty or unsatisfactory condition, or any damage has taken place, the hirer shall be liable to meet the full costs of the Council for employing a cleaning contractor, or for any repairs that may be required.

#### 5. Other Conditions

- 5.1 **Liability:** The Council shall not be liable for any damage to or loss of any property whatsoever placed in the hall by a hirer or his/her agents or by any attendee at a function or event.
- 5.2 **Charges:** Fees and charges are in accordance with a separate schedule that is subject to change without notice, and are payable as set out above. Hirers will be required to meet any extraordinary costs that are incurred by the Council.
- 5.3 **Cancellation:** The Council reserves the right to vary or cancel any bookings, subject to reasonable notice being given to the hirer. In the event of these Terms and Conditions being breached, the Council reserves the right to cancel a booking without notice.
- 5.4 **Disputes:** In the event of a dispute or difference arising as to the interpretation of these Terms and Conditions, the decision of the Council and its officers shall be final.
- 5.5 These Terms and Conditions for hire of the Featherston Stadium shall be reviewed from time to time and amended as required.

## Hire Charges

Featherston Sports Stadium and Annex	Fees (inclusive of GST)
<p><b>Hours</b> Daytime: 8.00am – 6.00pm Evening: 6.00pm – 12.00am</p> <p><b>Rates</b> Hours (Stadium) - Minimum 2 hours Daytime Evening Hourly (Annex) - Minimum 2 hours</p> <p>Cleaning fee per hour (if required) - Small &amp; medium venues (minimum 1 hour) - Large venues (minimum 2 hours)</p>	<p>\$11.00 per hour \$85.00 \$52.00 \$2.50 per hour \$35.00</p>



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## **Application to Hire: Featherston Sports Stadium and Annex**

This form is to be completed and returned to:-  
Venue Coordinator, 19 Kitchener St, Martinborough or [venues@swdc.govt.nz](mailto:venues@swdc.govt.nz)  
OR Featherston Library & Service Centre, 70 Fitzherbert Street, Featherston

Name of Applicant:
Purpose of Hire:
Area to be Hired:
Date of Hire:
Time of Hire:
Date of Hire:
Time of Hire:
Date of Hire:
Time of Hire:

**Charges:**

Hire Charge:	<input type="checkbox"/> Daytime (8am-6pm) <input type="checkbox"/> Evening (6pm-midnight) <input type="checkbox"/> Hourly (stadium) No: _____ <input type="checkbox"/> Hourly (Annex) No. _____	\$
Cleaning:	<input type="checkbox"/> Stadium <input type="checkbox"/> Annex	\$
<b>Total Charge:</b>		<b>\$</b>

I:	Representing:
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hereby apply to hire the venue and facilities listed above and (1.) agree that as a condition of hire I/we accept and will be bound by the Conditions of Hire, and (2.) agree to pay the charges listed above no later than the time at which the keys are up lifted.

Signed:	Date:
Organisation: (if applicable)	
Postal Address:	
Email Address:	Telephone: