Hire of the Greytown Town Centre

TERMS AND CONDITIONS 2026-2027

GENERAL

1. Bookings

1.1 Bookings are to be made by contacting the Venue Coordinator, venues@swdc.govt.nz, ph 06 306 9611.

1.2 A deposit of 50% of the hire charge may be required to be paid to confirm a booking. The hire charge shall be paid in full prior to the event/function unless prior arrangements are made with Council staff. The keys will not be handed over until this requirement is met.

The keys must be uplifted from the Greytown Library between 9.30am-5.00pm Monday to Friday, or 10am-2pm Saturday, or as agreed.

Keys are to be returned to the Library as soon as practicable after a booking, or placed in the return book slot under the big windows in McMaster Street by 9.30am on the first working day after a weekend booking.

1.3 On completion of your hireage, the room/space shall be checked for any items damaged, broken or stolen and charged to the hirer at the cost of replacement. The premises should be left clean and tidy.

1.4 The South Wairarapa District Council accepts no responsibility for death or illness, injury or accident to or financial loss by any person attending for this hireage.

1.5 **Cancellations**: A full refund of any charges and deposits paid will be given if a booking is cancelled seven (7) or more days before the date of hire.

For cancellations of less than seven (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.

1.6 Sub-letting a booking is not permitted.

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.

3. Setting up and preparation

3.1 Hirers may prepare or set up the hall or venue on the day prior to the event or function, provided it is not booked on that day. An additional fee will apply.

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. Damage or losses

4.1 In the event of any damage or losses caused to any facilities, furniture or equipment of any description, it shall be immediately reported to the Council and the hirer shall be held liable.

5. Cleaning

5.1 On completion of your hireage, the area should be left in a tidy condition. All surfaces should be wiped clean and dishes done. The building, adjacent areas and car park should be clear of all food scraps, rubbish and bottles. **The hirer is responsible for removing all rubbish and recycling and its disposal.** Recycling can be taken to the Greytown Recycling Centre at 32 Cotter St, at the following times:

Tuesday 1.00pm – 3.30pm
Saturday 10.00am – 12.00pm
Sunday 10.00am – 1.00pm

Accepts: Recycling and green waste

If extra cleaning is required (on top of general cleaning) to remove spillage, stains or marks resulting from your hireage of the premises, the South Wairarapa District Council reserves the right to employ its preferred contractor to clean the premises at additional cost to the hirer.

5.2 If setup of chairs, tables etc is required there may be an additional charge. Hirers can set up the venue themselves, but chairs and tables are to be returned to their respective storage areas after use. Chairs and tables must be carried, to protect floor surfaces.

5.3 In the event that the venue and/or service rooms are left in an unsatisfactory condition or any damage has taken place, the hirer shall be liable to meet the full costs of the Council employing a suitable contractor, or for any repairs that may be required.

6. Alcohol

6.1 Any use of this facility requires an application for a special licence if alcohol is to be sold and consumed on the premises. A special licence application must be received by the South Wairarapa District Licensing Committee at least 20 working days prior to the day of use for the facility. For further information please contact SWDC Environmental Services on (06) 306 9611.

6.2 Hirers must advise Council if they intend for alcohol to be supplied and consumed on the premises, although a special licence may not be required.

6.3 A bond of $300.00 is to be paid if alcohol is to be sold, supplied or consumed on the premises.

7 Safety

7.1 Smoking or vaping is not permitted in any buildings or surrounding areas and fire safety regulations forbid the use of candles or other naked lights within the confines of the buildings. No exemptions will be allowed.

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

7.3 Hirers are responsible for the safe evacuation of the premises in an emergency. The attached Emergency Evacuation Procedures must be read, understood and followed. Specific procedures must be in place for any persons with a disability.

7.4 Hirers are responsible for reporting the occurrence of any accidents or incidents to SWDC that have been caused or potentially caused by hazards within SWDC's control. Hirers are responsible for reporting any additional hazards identified in association with the hire and SWDC are responsible for ensuring that these are captured within its risk management system.

8. Hours of hiring

8.1 Hire finishes at 12 midnight. A booking may extend to 2.00am subject to an additional charge. Venues must be vacated at 2.00am or an extra full day's rental will be charged.

9. Other conditions

9.1 **Liability.** The Council shall not be liable for any damage to or loss of any property whatsoever placed in the venue by the hirer or his/her agents or by any attendee at a function or event. The Council will accept no liability whatsoever for any accident or financial loss caused to a hirer or to or by persons attending or using the venue.

9.2 **Charges.** Fees and charges are in accordance with a separate schedule that is subject to change without notice, and are payable as set out below. Hirers will be required to meet any extraordinary costs that are incurred by the Council.

9.3 **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.

9.4 **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.

9.5 These Terms and Conditions for the hire of the Greytown Town Centre shall be reviewed from time to time and amended as required.

Occupant density for Greytown Town Centre	
Forum	
Meeting or Theatre	135
Dining or Cabaret	94
WBS Room	
Meeting or Theatre	101
Dining or Cabaret	70

HIRE CHARGES

Community Buildings	
Fees and Charges – All venues (in addition to hire charges)	**Fees**
Deposit (if required to confirm booking)	50% of hire charge
Bond (if alcohol to be served)	$300.00
Additional cleaning fee - per hour (if required) - Small & medium venues (1 hour minimum) - Large venues (2 hours minimum)	$35.00
Custodian Call-out – per hour (if required)	$25.00

Medium venues

Greytown WBS Room

	Fees
Meetings /Conferences/Performances	
Weekday - morning or afternoon	$51.50
Weekday – full day	$93.00
Monday to Thursday evening	$51.50
Friday evening, Saturday, Sunday, Public holidays	$113.00
Functions – (Weddings/Dinners/Balls)	
Weekday - morning or afternoon	$113.00
Weekday – full day	$206.00
Monday to Thursday evening	$124.00
Friday evening, Saturday, Sunday, Public holidays	$278.00
Displays / Exhibitions / Sale of Goods / Auctions (clear floor)	
Community group and free admission	$26.00 per day
Admission charged or commercial:	
Weekday – morning or afternoon	$36.00
Weekday – full day	$62.00
Monday to Thursday evening	$36.00
Friday evening, Saturday, Sunday, Public holidays	$82.00
Pack in/pack out	$25.00 per day
Sport and Fitness	
Clear floor, activities with no audience	$26.00 per hour

Large Venues

Greytown Town Centre Forum and/or WBS Room

Kitchen access included in hire charge

	Fees
Meetings/Conferences/Performances	
Weekday – morning or afternoon	$113.00
Weekday – full day	$216.00
Monday to Thursday evening	$124.00
Friday evening, Saturday, Sunday, Public holidays	$360.50
Each hour after midnight	$103.00
Functions – (Weddings/Dinners/Balls)	
Weekday – morning or afternoon	$190.50
Weekday – full day	$304.00
Monday to Thursday evening	$206.00
Friday evening, Saturday, Sunday and Public holidays	$463.50
Each hour after midnight	$103.00
Displays / Exhibitions / Sale of Goods / Auctions (clear floor)	
Community Group and Free Admission	$26.00 per day
Admission Charged or Commercial:	
Weekday – morning or afternoon	$51.50
Weekday - Full day	$77.00
Monday to Thursday evening	$51.50
Friday evening, Saturday, Sunday, Public holidays	$129.00
Pack in/out per day	$50.00 per day
Sport and Fitness	
Clear floor, Activities with no audience	$26.00 per hour

Application to hire:

Greytown Town Centre – Forum and/or WBS room

This form is to be completed and returned to:-
Facilities Coordinator, 19 Kitchener St, Martinborough or venues@swdc.govt.nz

Name of Applicant:	
Purpose of Hire:	
Area to be Hired:	
Estimated number of participants: □ Under 20 □ 20 -100 □ 100-300	
Start time/date of hire:	Finish time/date of hire:
Set up date/time:	Pack up time/date:

Charges:

Hire Charge:	☐ Large Venue ☐ Medium Venue ☐ Small Venue	$
	Additional fees:	$
	Bond (if required):	$
	Total Charge:	$

I:	Representing:

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: