

TE PUNA QUARRY PARK ▪ GALLERY ▪ 1 July 2020

Address: 110 Te Puna Quarry Road, RD 7, Tauranga 3179 ▪ PO Box 13326, Tauranga 3141
 Email: tepunaquarrypark@gmail.com ▪ bank account: 03 0435 049 5241 00
 Web: www.quarrypark.org.nz ▪ FB: www.facebook.com/TePunaQuarryPark/
 President & Treasurer: Ian Cross, 021-490609 ▪ Vice Pres.: Shona Purves, 027-4973400
 Secretary & Gallery bookings: Elly Nederhoff, tepunaquarrypark@gmail.com, 027-3718720



TERMS & CONDITIONS FOR HIRING 'THE GALLERY' IN TE PUNA QUARRY PARK

TPQP = Te Puna Quarry Park

Gallery = our building that you can hire for your function

We = the committee of Te Puna Quarry Park Incorporated

You = the hirer of the Gallery



1. GENERAL

- Te Puna Quarry Park is a great place to hold a function such as a wedding, anniversary, birthday party, work do, picnic, club meeting, workshop or yoga session.
- If you want to hold an indoor function in TPQP, you can hire 'The Gallery' building. Included in the hire is the Gallery furniture, Gallery kitchen with kitchen equipment and use of the adjacent Dragon Lawn.
- You must understand that TPQP and the Gallery are run entirely by volunteers, who are not on-site.
- TPQP is a public park, and all facilities other than the Gallery, remain open to the public at all times.

2. CHARGE (incl. DEPOSIT)

- The charge for a **full-day incl. evening** of the Gallery, with the kitchen and dragon lawn, is **\$300 per day**.
- Extra days, or part of days, for setting up before your event, or packing out afterwards*, cost **\$150 each**
 * *packing out on the day after your event must be completed at noon.*
- For smaller events, the charge for hiring the Gallery with the kitchen is **\$250 for 8 hours or \$125 for 4 hours**.
- For even smaller gatherings or community events, the charge can be discussed (this is at our discretion).
- You can secure your booking by paying a deposit of 25% of the charge, and also return the contract.
- The balance (75% of the charge) is due 7 days prior to the hire date.
- A bond may be due (see below) and must be paid at the same time as the 75% of the charge.
- You can pay us directly into our bank account: **03 0435 049 5241 00**, or you can pay cash if you wish.
- In your payment(s), please mention 'Gallery'
- No invoice(s) will be sent, but you can ask for a receipt. All such correspondence will be by email.

3. BOND

- At our discretion, hirers pay a bond of **\$400** for a full day or multi-day hire.
- Community groups may not have to pay a bond, but can be charged afterwards for any damage.
- The bond is due when the balance of the charge is due.
- We will fully refund the bond, within 7 days after your event, if the conditions are met.
- The bond (or part of it) can be retained by us at our discretion, for the following reasons:
 - Our property was damaged
 - Security conditions were not met
 - Venue's timings were not adhered to, especially if there was a noise complaint after 10.30 pm
 - The Gallery or kitchen were not left clean and ready for the next user
 - Rubbish was left behind (we retain \$20 per rubbish bag from the bond)
 - Smoking occurred in the building (we will retain the full bond)
 - Burn-out to the car park area were caused by you or one of your guests
- If we do not refund 100% of your bond, we will email you an outline of the deduction(s).
- If you want to appeal the deduction(s), you must send us an email within 7 days.
- Should the bond be insufficient to cover the damage, you will be responsible for the balance.

4. VIEWING

- You can see the Gallery any time as the doors are open (at least one of the doors).
- Viewing the kitchen can be arranged via email. Preferred times are Tuesday, Thursday & Saturday mornings.

5. CONFIRMATION

- When we have received your deposit and necessary details (page 4), your booking is confirmed.
- We will send you a confirmation by email asap. If you do not get the confirmation in 2 days, please email us.
- While your booking is not confirmed, we can hire the Gallery out for that day to another hirer.

6. CANCELLATION

- If you cancel a booking up to 3 months prior to the hire date, we will refund 80% of the deposit you paid.
- If you cancel a booking less than 3 months prior to the hire date, refund is at our discretion, and can be zero.

7. SMOKING

- Smoking is discouraged in TPQP due to fire hazard.
- Smoking is absolutely forbidden inside the Gallery.

**8. NUMBER OF GUESTS**

- The capacity of the Gallery is 70 guests, or 50 seated with tables and chairs.
- The numbers of chairs, cutlery, crockery and glassware, is sufficient for 50 guests.
- When the Gallery and Dragon lawn are used, we suggest the maximum number of guests is 120.

9. FURNITURE IN THE GALLERY

- | | |
|---|--|
| a. Chairs, white plastic stackable garden chairs (50 x) | c. Trestle table, size 1800 x 760 (10 x) |
| b. Chairs, retro wooden school chairs (60 x, see photo) | d. Wooden trestle table (1 x) |
| | e. Brown wooden inside benches (6 x) |

10. CATERING & ALCOHOL

- You are free to do the catering yourself or to use catering services.
- Modest alcohol consumption is permitted in a private function.
- Note that there are no stemmed wine glasses in the kitchen.

**11. KITCHEN**

The Gallery does not have a full catering kitchen, but is equipped to keep food cold, or to heat food up.

Equipment in the kitchen includes:

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| a. Sink with cold & hot water | g. Double hotplate, electric |
| b. Zip for instant boiling water | h. Crockery: large plates, small plates, cups |
| c. A fridge / freezer combination | i. Glass tumblers (no stemmed wine glasses) |
| d. Dishwasher | j. Cutlery |
| e. Oven | k. Basic first aid kit |
| g. Microwave | |

12. TOILET

- Toilets and hand basins are situated at the rear part of the Gallery building, and managed by Council.
- Toilet paper is usually present, but for a large group it is wise to bring your own.
- Please be aware that the public of the Quarry Park is using the same toilet building.

13. YOU MAY WANT TO BRING

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|------------------------------------|---|
| a. Tea towels, hand towels, cloths | g. Rubbish bags (to be taken off-site afterwards) |
| b. Table cloths, chair covers | h. Paper napkins / serviettes |
| c. Heater or fan if required | i. Toilet paper (although normally present in toilet) |
| d. Umbrellas if required | j. Dishwashing liquid (machine & hand), hand soap |
| e. Flowers & vases, decoration | k. Other consumables |
| f. Music | l. First aid kit (extra) |

13. KEYS

- a. On the day that you hire the Gallery, you will get the keys via a lock box (details to be discussed).
- b. When you are ready to leave (after fulfilling the check list for departure), you lock the 2 internal doors, and you shut the external doors, but don't lock them, and you return the keys to the lock box.
- c. If you hire the Gallery for more than 1 day, feel free to lock the external doors overnight.

14. RULES FOR FUNCTIONS AT TE PUNA QUARRY PARK

- a. At all times, respect the right of other people to use and enjoy the Quarry Park and its facilities.
- b. As TPQP is a public park, you and your guests use the park and the Gallery at your own risk.
- c. You are responsible for the behaviour of your guests, and they must be aware of the hire conditions.
- d. Keep numbers to a manageable level, and with larger groups, arrange for security and crowd control.
- e. Limit the amount of alcohol that is being consumed to a safe level and/or cater for safe transport.
- f. On departure, make your guests aware of the dangerous traffic situation when turning into SH2.
- g. Consider the noise volume, e.g. limit the use of generators and amplifiers.
- h. By 10:30 pm, the noise must be turned down, e.g. speaker boxes and/or live music must be inside.
- i. **Any noise complaints after 10:30 pm will result in partial or full withholding of your bond.**
- j. Fireworks, naked flames including candles and kerosene lamps, and smoke machines are prohibited.
- k. You can bring your own heater(s), gas or electric.
- l. Please do not use confetti, artificial flower petals or similar (plastic) materials, or chewing gum.
- m. Do not use sellotape on the windows. If you use tape, staples, hooks etc remove them afterwards.
- n. You must hand back the Gallery as you found it, and fulfil the Check List Before Departure (below).

15. CHECK LIST BEFORE DEPARTURE

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|---|---|
| a. Dishwasher empty and off | h. Kitchen benches & sink clean |
| b. Fridge/freezer and oven empty and clean | i. Floors swept clean and mopped if needed |
| c. Kitchen equipment & utensils in right place | j. Serving hatches locked |
| d. Tables cleaned, folded & placed in store room | k. Blind of the kitchen window down |
| e. All your decoration and tape & staples removed | l. Lights off, zip off, isolation switch off |
| f. Rubbish bags taken away (or pay \$20 per bag) | m. Interior doors locked, exterior doors shut |
| g. Chairs stacked in store room * | n. Keys returned to key lock box |

* Stack plastic garden chairs in separate stacks for each type of chair, please, to avoid damaging them.

16. ENQUIRIES & BOOKINGS

- a. For enquiries and booking please contact the TPQP secretary, Elly Nederhoff.
- b. We prefer you use email to contact us (tepunaquarrypark@gmail.com).
- c. If you contact us by phone or text (**027-3718720**) and if it is important, follow it up with an email.
- d. The TPQP committee has the right to refuse a booking without any explanation.

17. FINAL COMMENTS

- a. You accept that TPQP is a public park, and that you use it at your own risk.
- b. TPQP accepts no liability for loss, damage or injury sustained by you or your guests, whether or not it is caused by any property or equipment owned by us.
- c. By signing the contract on page 4 and paying the deposit, you accept the Terms & Conditions on p. 1-3.
- d. As in every public space, in the event of a serious problem, follow the normal procedures (e.g. ring 111).
- e. If you need a TPQP volunteer during your event, ring **Shona (027-4973400)** or see numbers in letterhead.
- f. We value your feedback afterwards, please by email to tepunaquarrypark@gmail.com

Wishing you an enjoyable function at Te Puna Quarry Park and the Gallery.

The volunteer committee

TE PUNA QUARRY PARK ▪ GALLERY ▪ 25 June 2020

Address: 110 Te Puna Quarry Road, RD 7, Tauranga 3179 ▪ PO Box 13326, Tauranga 3141
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HIRE CONTRACT FOR 'THE GALLERY' IN TE PUNA QUARRY PARK

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YOUR FUNCTION

Day(s) and date(s) for hiring the Gallery:

Type of function (e.g. wedding, garden club meeting, etc)

Estimated number of guests: *Live music?*

YOUR DETAILS

Your name(s):

A contact address:

Your email address:

Your mobile (and/or landline):

Your bank account number (only if you pay a bond):

PAYMENT SCHEME

- The charge for hiring the Gallery on the requested date(s) is \$
- A deposit of 25% of the charge, or \$, must be paid when you want to confirm the booking.**
- The remaining 75% of the charge, or \$, must be paid 7 days before the hire date. **No invoice is sent.**
- In addition, a refundable bond of \$ is to be paid at the same time as the last 75% of the charge.

By signing below, you agree to our Terms & Conditions (page 1-3) and to the above payment scheme.

Signature of the main hirer: *Date:*

Name & signature of TPQP rep.: *Date:*

SEALING THE DEAL

- a. Please fill in this contract (page 4), and scan it, or make a photo of it, and email it to us (or post it).
 - b. Pay your deposit, and type 'Gallery' in the reference please.
 - c. Once we have received this contract and your payment, we will confirm your booking by email.
 - d. If, for whatever reason, you have not received confirmation in 48 hours, don't hesitate to contact us.
 - e. Please use email (tepunaquarrypark@gmail.com) for your enquiries and bookings.
 - f. If you contact us in another way, please follow it up with an email, or your message may get lost.
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