

HIRE AGREEMENT for the Use of TheatreWorks

BETWEEN

THEATREWORKS (operating as Mairangi Players Inc), being an incorporated Society, having its premises at Birkenhead War Memorial Park, Recreation Drive, Birkenhead (hereinafter called “the lessor”)

AND

c/- _____ Phone: _____ E-mail: _____

(hereinafter called “the lessee”)

IT IS HEREBY AGREED that the lessee will hire the premises of the lessor, known as “TheatreWorks”, UPON THE FOLLOWING TERMS AND CONDITIONS: -

1. THAT the lessee will have usage of TheatreWorks
from _____
to _____
(see **Schedule “C”** for specific dates and hours)
2. THAT the lessee will have usage of such equipment belonging to the lessor as set out in **Schedule “A”**.
3. THAT the cost of hire of TheatreWorks for the dates set out in **Schedule “C”** of this Agreement will be \$ 20.00 per hour to a maximum of \$ 100.00 per day, totalling \$ _____
4. THAT the cost of access to the technical booth for the dates as set out in **Schedule “C”** of this Agreement will be \$ 25.00 per day (or part there-of), totalling \$ _____
5. THAT there will be no smoking on the premises, except in designated smoking areas, at any time.
6. THAT the lessee will provide all their own refreshments intended for sale except for those indicated in **Schedule “A”**, and if the lessee intends to sell alcohol, they will obtain a Special License from Auckland City Council (allow at least one month for processing).
7. THAT the lessee is responsible for organising their own production staff and systems
e.g. - Front of House team
- lighting and sound operator
- stage crew
- ticketing
- EFT-POS terminal
7. THAT the lessee undertakes to take all care and responsibility for TheatreWorks and its belongings.
8. THAT should the lessee (or any person on the premises during the lessee’s term of usage) cause any damage to TheatreWorks or its belongings, then TheatreWorks (operating as Mairangi Players Inc) will arrange for the repair or replacement of such item and the full cost will be charged to the lessee. **Schedule “B”** outlines any damage present at the commencement of the hire period.

Schedule "A"

- kitchen and associated chattels
- bar in foyer and associated chattels
- worker lights
- TheatreWorks signs x 2
- easel blackboard

NB Consumable items to be provided by the lessee

- e.g.
- lighting gels
 - replacement of any blown lamps
 - milk

The following consumable items to be provided by the lessor

- toilet paper
- paper towels
- soap
- tea
- coffee
- sugar

Please contact info@mairangiplayers.co.nz should any of these supplies need replenishing.

Schedule "B"

- flaking paint on building exterior
- paint and tears on tabs and legs

All cleaning duties to be undertaken by the lessee for the duration of the hire.



Schedule "C"

List dates, times, costs of hire on individual days for a hire period

<u>Day & Date</u>	<u>Time Period</u>	<u>Hours</u> @ \$ 20.00 / hour	or	<u>Days</u> @ \$ 100.00 / day	+	<u>Booth</u> @ \$25.00 / day	=	<u>Amount</u>
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TOTAL DUE (Clause 3 & 4)		___ x \$ 20.00 = \$ _____	+	___ x \$ 100.00 = \$ _____	+	___ x \$ 25.00 = \$ _____	=	\$ _____

NB: Booking is not confirmed until 25% deposit of \$ _____ is received, with the balance of \$ _____ payable before commencement of hire

Please make payment to: THEATREWORKS via
 cash
 or
 internet banking to 38-9016-0175009-00, quoting
 "TW Hire"
 Name
 and
 Hire Period
 as references



SIGNED BY

Name: _____
for and on behalf of THEATREWORKS (operating as Mairangi Players Inc)

Signature: _____ Date: _____

in the presence of

Witness Name: _____

Signature: _____ Date: _____

Address: _____

Occupation: _____

SIGNED BY

Name: _____
for and on behalf of _____

Signature: _____ Date: _____

in the presence of

Witness Name: _____

Signature: _____ Date: _____

Address: _____

Occupation: _____