

CONVERGENCE DANCE STUDIOS

Venue Hire Information



WELCOME TO OUR VENUE HIRE GUIDE

Below is everything you need to
know about hiring CDS

PACKAGE 1

Venue Hire Rate + BYO alcohol/food.

\$649 incl. GST for the evening 5pm-12am

With this package, you are welcome to bring your own alcohol and we only charge an overall rate - the cost of hire.

PACKAGE 2

Venue Hire Rate + BYO alcohol/food.

\$420 incl. GST for the morning/afternoon.

With this package, you are welcome to bring your own alcohol and we only charge an overall rate - the cost of hire. This is for day time hours (between 3-5hrs).



VENUE HIRE ARRANGEMENT



Convergence Dance Studios, hereafter referred to as “CDS”

COSTS:

Payment for the venue hire must be made in advance to secure the booking.

- Hours of use can be monitored through the setting and un-setting of the alarm and through camera system. The booking cannot exceed the time of midnight.
- No refund will be given for hours not used.
- Payment for venue hire is due before booking.

A charge of \$40 per hour will be made for any additional cleaning required in the venue.

Any damage is the responsibility of the person or groups hiring the venue. Any callouts for security or fire alarms are the responsibility of the hirer.

CAPACITY:

The venue can support 50 people seated and has a maximum capacity of 85 people standing which cannot be exceeded.

BOOKINGS:

Bookings can only be made at CDS during these hours Thursday & Fri (8.00am – 2.00pm). The booking is secured by signing this agreement and with payment.

Person On-site:

Due to health and safety and the fit-out of our venue CDS will always have someone on site at the time of hire, please ensure set up time is arranged with the venue booking. The cost of the on-site person is included in the hire fee. CDS reserves the right to ask intoxicated people to leave the premises immediately and any damage caused is the responsibility of the hirer.

PARKING: During night times, Walker Street and Montreal Street are mostly empty, so the attendees can park on these streets.

DECORATION: The venue may be decorated, as long as it is returned to original order after the venue hire. We do ask that you confirm with the A&S Co-ordinator before attaching decorations to any wall, door, ceiling or window surfaces.

DUTY MANAGERS RESPONSIBILITY:

1. Conduct at every function held in and around the venue must comply with Christchurch City Council bylaws.
 2. The CDS venue must not be sub-let.
 3. The hirer is responsible for ensuring that before leaving the premises: a) The whole venue including toilets, kitchen and entrances are clean.
b) All rubbish is taken off site.
c) All items of furniture moved are returned to their original position.
d) All lights and electrical appliances are turned off.
e) All doors/windows are securely closed and locked.
 4. Damage. The hirer is responsible for the cost of repairs of any damage, other than reasonable wear and tear, that may occur during the period of hire or as a result of the hire age. All damage must be reported to CDS within 24 hours of the end of the hire period.
 5. The consumption of drugs is prohibited in or around the premises.
 6. The CDS Venue will be cleaned immediately after the period of hire. Food prep area, if used will be left in a tidy, clean state.
 7. CDS accepts no responsibility for any losses or liabilities incurred by the hirer or users of the premises.
- General Safety and Security – Please ensure that all safety precautions (as required by law) are taken to eliminate injury to persons.
8. Provision of First Aid will be the responsibility of the hirer.
 9. In the case of alarm activation, the Security company must be called immediately. If this does not occur and a security patrol is sent, the cost is the responsibility of the venue hirer.
 10. Use of the sound system to be agreed upon hire, although max noise cannot exceed 140dB. Any damage to equipment will be charged for.

Convergence Dance Studios CO-ORDINATOR:

CDS - 190 Montreal Street, Christchurch.

Signed.....

PARTY HIRING:

Name

Address

.....

Mobile Phone No.

(This should be the number the hirer can be contacted on during the period of hiring). Hire Fee

\$..... (incl GST) (GST No: 108-838-736)

Account Details for payment:

01-0819-0455943-00

Please email receipt of payment to cdancestudios@gmail.com

CDS agrees to allow the hirer the right to use the Facility specified in the terms and conditions of the Agreement.

SIGNED on behalf of Ally & Sid by

Signed on behalf of the HIRER by