

HARLEQUIN MUSICAL THEATRE

563 Pakuranga Road Howick

PO Box 38 088 Howick

FEES AND CHARGES AS AT 1 JANUARY 2011

The Hirer will be sent an invoice for the basic hire of the theatre in the week prior to the first performance. Immediate payment is requested. An invoice for any additional costs will be forwarded to the Hirer accordingly.

All Fees and Charges are GST inclusive

DEPOSIT \$250.00

Bookings will be taken up to six months in advance, subject to payment of the above deposit, which will be forfeited if written notice of cancellation is not received by the Committee at least one month before the date originally requested.

Hire

This includes rent, power/heating, house manager/safety officer (if required) and piano, but do **not** include GST

Per Performance	\$400.00
Lighting (including technician)	\$200.00
Matinee (on same day as performance)	\$150.00
Lighting and sound setup	\$150.00 (up to half a day)
Cleaning (if required)	\$25.00 per hour
Rehearsals or pack-in/pack-out on non performance day (with no heating/air conditioning/lighting)	

Foyer Facilities

Per Day (until 6.00 p.m.)	\$75.00
Per Evening (after 6.00 p.m.)	\$75.00

The Secretary may require payment in advance and/or a refundable bond.

Non Commercial Rates

The Committee will consider applications from members for discounted rates for the members personal use (e.g. weddings, birthdays etc).

Special rates for commercial use for purposes that promote the objects of the club (see the rules) will be considered. Applications stating what the theatre will be used for and why special rates should be considered should be made in writing to the Secretary.

HARLEQUIN MUSICAL THEATRE

Booking Details

Please complete the details in the schedule and return to the Secretary, Harlequin Musical Theatre, PO Box 38 088, Howick. The details in the Schedule and the attached Terms and Conditions form the basis of the hire agreement between the Harlequin Musical Theatre (HMT) and the hirer names below. Once this form is return and the booking is confirmed by the Harlequin Musical Theatre the Hirer is bound by the terms and conditions attached, including those as to cancellation.

Hire Details

Name of Organisation	
Contact Name and Person in Organisation	
Address of Organisation	
Day Phone	Email
Home Phone	Fax
Description of Hire/Name of Show	
Facilities Required: Auditorium/Foyer Only (delete one)	
Names of authorised HMT Members you have selected and arranged to be present (if necessary)	
Names of Hirers personnel you have selected and arranged to be present	
Kitchen	Bar
Booking Agent	Liquor Licence

SCHEDULE

Date/s of Hire	Pack In/ Preparation Time			Doors Open	Show/Function Time			Pack Out Time		
	From	-	To		From	-	To	From	-	To
		-				-			-	
		-				-			-	
		-				-			-	
		-				-			-	
		-				-			-	
		-				-			-	
		-				-			-	
		-				-			-	
		-				-			-	
		-				-			-	
		-				-			-	

HIRE AGREEMENT

The Hirer agrees to hire the venue named in the Schedule at the times on the date recorded and agrees to the attached Terms and Conditions.

DATED: This _____ day of _____ 20__

SIGNED for _____

by _____

(Print Name _____)

(being the person duly authorised by it to do so)

SIGNED in the presence of:

Witness Signature: _____

Name: _____

Address: _____

Occupation: _____

TERMS OF LETTING

A DEPOSIT/BOND is to be paid to the Harlequin Musical Theatre for Non Club Member hire, to validate the signed agreement, this sum to be held until the agreement has been complied with. Such deposit/bond if not paid by the due date shown on the AGREEMENT FOR HIRE may cause the booking to be cancelled. A booking will be automatically cancelled if the deposit/bond has not been paid by the intended date of box office plan opening or twenty-one days before the performance (whichever occurs first).

THE ABOVE SUM may be used as part payment to repair any damage to the Harlequin Theatre caused by the Hirer or patrons during the hire, or to cover any loss property from the Theatre.

THE HIRER SHALL:

- A. Pay all staff engaged by or on Hirer's behalf
 - (i) All front of house personnel
 - (ii) All backstage and technical personnel
- B. Not allow or permit any dangerous or objectionable performance. The committee of the Harlequin Musical Theatre reserve the sole right to determine whether or not any performance is dangerous or objectionable.
- C. Ensure that all relevant safety regulations are fully complied with and carry out all safety checks on days of hire as per Building Warrant Requirements.
- D. Ensure that appropriate licences and permits (for example those related to liquor and the use of pyrotechnics) are obtained and that all provisions of these are fully complied with.
- E. Indemnify the Harlequin Musical Theatre against all claims and demands.

THE RENTAL includes provision for heating and air conditioning.

THE HIRER/PROMOTOR will forfeit the deposit/bond unless seven days' written notice of cancellation is given before the date of performance. In all cases the person or organisation hiring the Harlequin Theatre shall be responsible for costs and charges incurred on their behalf prior to cancellation.

HARLEQUIN MUSICAL THEATRE shall not be responsible for the non availability of the theatre through force majeure or any other circumstance beyond its control.

HARLEQUIN MUSICAL THEATRE shall not be liable for any claims in regard to the Hirer's or patrons motor-vehicles, including damage, theft or any other incident however the hirer is advised to assign personnel to monitor vehicles security during performances.

HOURS OF HIRAGE The Theatre is not for hire between the hours of midnight and 7.00 a.m. unless by special arrangement with the Committee.

THE HIRER shall refrain from nailing, bolting, sticking, screwing or in any other way attaching equipment, notices and advertisements without first obtaining permission from the Theatre's management.

THE HIRER shall not permit any additional seating in the auditorium beyond the 140 seats installed other than patrons in wheelchairs.

THE HIRER shall be responsible for cleaning the theatre at the end of the hire period. The Harlequin Theatre will make an additional charge to cover the cost of any additional cleaning required.

All enquiries should be addressed to:

The Secretary, Harlequin Musical Theatre, PO Box 38 088 Howick

secretary@harlequintheatre.co.nz