



VENUE HIRE INFORMATION

PERFECT FOR YOUR EVENT

*Celebrations - Weddings - 21sts - Birthdays - Anniversaries - Quiz Nights -
Prizegiving - Conferences - Meetings*





LOCATION

Our pavilion is located at the Twin Turfs, 6A Manawaroa St, Palmerston North. We are the entrance into the Victoria Esplanade off Fitzherbert Avenue.



Our Pavilion is a rare find for events. We are located beside the Entrance to the gorgeous Victoria Esplanade where you can go for a long or short stroll through the many activities including the gardens, aviary, walkways and playground. You can even take your young children for a dip in the paddling pool while you visit.

Our Venue is one of very few in a central location within walking distance to wonderful accommodation which caters to all budgets.

We are also a 5 minute walk into the City Centre filled with wonderful shopping and entertainment for the whole family. Or the Te Manawa Centre containing many interesting exhibits for all ages.

We are also a short walk to the Lido with fun pools and slides available to keep the kids entertained whether indoors or outside.

We are more than happy to help recommend ideas and options for your event

FACILITIES

Our Function room is on the top floor of our Pavilion. Access to the top floor is by stairs and an easy contoured ramp.

Our Pavilion has a maximum capacity of 180 persons.

2 x 65” High Definition Flatscreen Televisions

Brand New Audio / Visual System for both indoors/outdoors

Connect to our system through laptop / tablet / ipod etc

Able to play music, movies, slideshows, presentations

Microphone available

“Dance floor area”

Rectangle Tables with new chairs purchased in 2015.

Bar Leaners

Couches

Outside deck

Men’s and women’s toilets

Large Car park (300+ cars)

Licenced Bar

Kitchenette

Catering available if requested





TERMS AND CONDITIONS

FEES – which includes our Bar Manager, cleaning and use of our Audio/Visual Equipment

Member	\$150	Bond	\$100	21 st Bond	\$200
Non-Club Member	\$250	Bond	\$100	21 st Bond	\$200

DAY HIRE – which includes cleaning and use of our Audio/Visual Equipment.

Half Day (4 hours or less) \$ 60

Full Day (4 hours or more) \$120

SPECIAL LICENSE \$ 95

ADDITIONAL BAR STAFF \$15 P/HR

BOND

A refundable bond will be required for all bookings. Bond payments are to be deposited into the Hockey Manawatu Inc bank account. 0 2 - 0 7 1 9 - 0 1 8 0 0 1 4 - 0 0 .

Deductions from the bond will occur if:

- Venue equipment or fittings are damaged
- Extra cleaning is required
- Any damage to buildings, fencing etc

If any other breach of these conditions has occurred, resulting in call-out charges or other costs to Hockey Manawatu Inc.

Otherwise the bond will be returned in full within 15 days of the event. If additional charges are incurred, the bond return may be delayed.

BREACH OF CONDITIONS

Any breach of these conditions may result in

- Forfeit of all or part of bond
- Closure of the function
- Refusal to accept future bookings
- Extra charges being incurred

HIRE CONTRACT

The hirer's contract must be signed by a person 18 years of age or over and returned to the Hockey Manawatu Office at least 10 days prior to the function.

Any booking is provisional until Hockey Manawatu has received a copy of the contract and the required deposit.

CANCELLATION

Hockey Manawatu reserves the right to charge a cancellation fee of:

- * 100 percent if cancelled within 24 hours of the function start time
- * 50 percent if cancelled within 5 days of the function date
- * 25 percent of the total hire charges if the hirer cancels within 5 to 10 working days of the function date.



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ACCESS

Access to the pavilion will be arranged with the Hockey Manawatu Office Manager. In most cases the bar manager will be responsible for unlocking and locking the premises.

DECORATING THE VENUE

No decorations may be attached to, or hung from any part of the venue without prior approval of HMI. We have installed hooks throughout the Pavilion for this purpose with approval from HMI.

NO Cellotape, Staples, Pins, Blu tak etc allowed anywhere within the HMI Pavilion and facility.

Bond WILL NOT be refunded if not adhered to.

If you require decorations in a position with no hook – please enquire with office if they are able to install one for you.

CLEANING

All hirers are asked to leave the hall in the condition they found it – bond may be kept back for this purpose or for damages.

Cleaning of the venue must be completed by the date/time requested by Hockey Manawatu.

- tables must be wiped clean and returned to their original location
- chairs wiped clean and returned to their original location
- carpeted floors are to be vacuumed, equipment provided
- Tiled floors are to be swept and wet mopped, equipment provided
- toilets, urinals and hand basins tidy
- all rubbish removed and placed in skip bin by carpark

Alternatively, hirers can elect to pay a standard cleaning fee of \$100.

NUMBERS

A maximum of 180 people are allowed at any function/event.

EMERGENCY PROCEDURES

Every hirer is required to be familiar with the procedure of evacuation of this facility in case of fire, and for following instructions of the appointed fire warden. The fire warden must ensure that all means of exit are checked twice during the hire period – once on entering and once during the course of the function. In case of fire, evacuate the facilities immediately and notify the fire brigade by calling 111.

In case of fire or any other such emergency, please follow the evacuation guidelines posted on the hall wall (noticeboard).

LIQUOR

If the bar is required to be open, Hockey Manawatu will provide a Bar Manager. Note, food must be available if the bar is open.

You are **NOT** permitted to bring your own alcohol to any function, unless agreed to in writing by the Hockey Manawatu booking representative.



RETAINED CATERERS

We are required to have food available if the Bar is open so please discuss whether you will be bringing food or our caterer will be able to assist you with your requirements. We do allow hirers to use our kitchen, please check with our Office Manager regarding this.

NOISE

Noise from amplifiers and loudspeakers must be kept to a moderate level at all times. Failure to comply with this condition may result in early closure of your function and/or a significant fine. Activities involving loud amplified music must cease at midnight.

FINISH TIME

All functions must be finished as per special license conditions.

GENERAL CONDITIONS

Smoking is not permitted inside the building or within the facility. Please advise your guests of this, they may go outside the perimeter fence if wanted.

Hirers will be asked to pay for damages that exceed the amount of bond paid.

Please ensure vehicle movements/parking does not create a nuisance or any safety issue for local residents.

RIGHT OF REFUSAL TO HIRE

Hockey Manawatu may, at its discretion, refuse any application for hire and may cancel any booking without assigning a reason. In each case any monies paid will be returned in full.

LOSS OR DAMAGE

Hockey Manawatu accepts no responsibility for loss or damage to any property of the hirer or any guest or invitee's property which may be brought to the venue, whether within or outside the premises, and does not provide any insurance cover for such property.

SUPERVISION OF CHILDREN

The Hirer is responsible for ensuring all children are supervised at all times, including in bathrooms and surrounding areas.



OFFICE USE ONLY

Booking Accepted: Name: _____
 Signed: _____ Date: _____

- Bar Staff Booked
- Caterer Booked

PAYMENT REGISTER

BOND/DEPOSIT:		DATE PAID:			
RENTAL FEE:	_____	DATE PAID:			
BOND REFUNDED:	_____	DATE REFUNDED:			
BOND WITHHELD:	_____	DATE NOTIFIED:			
NOTES:	_____		_____	_____	_____
	_____		_____	_____	_____
	_____		_____	_____	_____
	_____		_____	_____	_____

If you have any further queries, please contact our Office Manager Ally Roberts.

