



# Ūkaipō

RANGITĀNE CULTURAL CENTRE

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# HIRE GUIDELINES AND INFORMATION

## Nau mai, haere mai! Welcome to Ūkaipō – the Rangitāne Cultural Centre

More than a traditional marae, Ūkaipō is intended for use by both members of Rangitāne and the wider Marlborough community. Rangitāne look forward to sharing this magnificent facility with others and hope it will be used extensively.

Beside cultural activities, the Centre is available for conference and event hire. Ūkaipō is a venue to be proud of and we ask that you treat it with respect and consideration.

This document sets out the guidelines for the use and hire of the facilities at Ūkaipō.

## Terms and Conditions of Hire

Hire of the Ūkaipō is available on the Terms and Conditions attached to the booking form. We require that these are read and signed as being understood before a booking is finalised. A Hire Bond will be charged. This will be fully refunded after approved inspection of the premises and return of the security access card(s).

## Operating Hours

<b>Meetings and Events</b>	Monday – Thursday, and Sunday	9am to 10pm
	Friday and Saturday	9am to 12midnight
<b>Marae and Cultural Events</b>	Monday – Sunday	24 hours

## Bookings

Bookings may be made through the Te Rūnanga a Rangitāne o Wairau Trust offices located at Level 5, Rangitāne House, 2 Main Street, Blenheim. Telephone enquiries can be made on (03) 578 6180.

Registered Rangitāne members will be charged 60% of advertised rates. The Centre is not available for commercial activities or the sale of goods or services.

## Facilities

The 634m<sup>2</sup> building incorporates:

- A main hall with capacity for up to 200 people, or 170 seated.

- Bar/servery serving food and beverages. A temporary special bar license will be required to cover the sale / supply of liquor during events. The temporary license is the responsibility of the Hirer.
- A meeting room which can be divided into a conference area with conference table and 12 chairs and a sleeping area for up to 35 people. The use of mattresses/linen will be a cost to the hirer in addition to standard hiring fees.
- Lobby.
- Ablution area with male and female showers and toilets.
- Fully equipped commercial kitchen available for private or preferred supplier catering.
- Laundry with washing machine and dryer.

The Centre shall not accommodate more than a maximum of 200 people at any one time inside the building. This does not include visitors hosted outside the building.

Where the total number of people on site exceeds 210 people it is the Hirer's responsibility to provide portaloos to ensure adequate toilet facilities for all people on the site.

## Car Parking

The car park accommodates 40 car park spaces. For any event requiring over 40 car parks the following conditions apply:

- At least one Centre parking warden at the entrance to the car park to direct parking.
- A "Car Park Full" sign to be erected at the entrance to the car park.

There is no provision for heavy vehicle delivery. Only light vans and 2 axle trucks are permitted. Parking on Fell Street is not permitted.

## Equipment

- **Conference Equipment** – Samsung 60" LED TV, Bose Cinemate speaker system, Samsung BD/DVD/CD player and ceiling mounted projector. Screening will be to a white wall.
- **Audio Equipment** – Yamaha 1000watt (12 channel) powered mixer with two 15" passive speakers, two wireless microphones, 2 cabled microphone, three microphone stands, one Mighty Gig Rig Roller rack unit, one CD player with iPod dock and one DI dock.
- **Commercial Kitchen** – Dishwasher, power mixer, combi cutter, upright freezer, griddle, gas range with gas static oven, electrical convection oven, microwave, coffee / tea urns, pans, dishes, utensils.
- **Cleaning** – Vacuum cleaner, mops, cleaners etc.
- **Bar** – Dishwasher, glass door bar fridge, bottle cooler, bar glasses and utensils.
- **Dining** – 15 round trestle tables, 170 chairs, 6 trestle buffet tables, tablecloths.
- **Sleeping** – 35 mattresses with associated linen (pillows, pillows slips, sheets).

## Bar Services/Staff

For events where alcohol is supplied or sold, the Sale of Liquor Act 1989 requires that a temporary special liquor licence is **required**:

- Where the **general public** has access to the event.
- At private events where alcohol is **on sale** to participants.

A special licence is **not required** where:

- The event is **private**, and alcohol is supplied **free of charge**.
- The event is **BYO** where alcohol may not be sold.

The special licence is the responsibility of the Hirer and may be acquired on an event by event basis from Marlborough District Council on (03) 520 7400. The special licence must be displayed in the bar during an event. Under a special licence licensed staff are not required to operate the bar on unlicensed premises. The name on the special licence is the nominated person responsible for ensuring regulations are met and the Host Responsibility Policy is followed. The Centre specifies a minimum of 2 bar staff at functions of 100 guests or more. Provision of bar staff is the responsibility of the Hirer.

## Catering

There are no exclusive catering contracts for Ūkaipō. The Centre may sell advertising to preferred caterers in its marketing material. Catering options include:

- Use Centre preferred catering suppliers.
- Use own commercial caterers.
- Provide food/beverages for self-catering.

## Use of the Commercial Kitchen

- Always use equipment safely and responsibly.
- Do not leave any leftover perishable food on the premises. All leftover food must be removed.
- Keep perishable food in the fridge or freezer
- Wrap food to avoid contamination.
- Do not leave food cooking on stove top unattended.
- Keep all surfaces clean and uncluttered.
- Keep floor free of spills and other hazards.
- After use check all equipment against kitchen checklist supplied and sign as accounted for.

## Cleaning

The Centre policy is that commercial cleaning will be required after hire by any group of over 50 persons or after use as overnight accommodation. Commercial cleaning and/or laundry fees are included in the hire fees.

For **all** bookings, we require that:

- All rooms and toilets/showers are to be left in a clean and tidy state.
- Where rooms and equipment are not left up to standard, a minimum fee of \$100 then \$25 per hour will be deducted from the Hire Bond.
- Any costs over and above the Hire Bond which are incurred by the Centre as a result of unsatisfactory cleaning, damage to any systems or damage/loss to equipment are the liability of the users.
- Rubbish and recycling must be placed in designated bins located at the southern end of the carpark. Where the bins are over capacity, rubbish and recycling must be bagged and removed from site.
- All bottles and cans to be taken off-site.
- After cleaning, check items against cleaning checklist provided and sign as accounted for.
- Do not drag furniture along floors to avoid leaving marks.
- Check that all equipment utilized during cleaning is returned to the cleaning equipment storage area in a clean condition.

## Evacuation and Emergencies

- Appoint a fire warden to be in charge in the event of an emergency.
- Ensure you know where fire extinguishers are kept and how to operate them.
- Familiarize yourself with the Centre's evacuation scheme.
- Ensure you know where the assembly points are located.
- In the event of an emergency call 111.
- Warn people in the immediate area verbally.
- Activate the alarm if necessary.
- Instruct people to leave the building and assemble at the assembly points outside.
- Check the toilets and other areas of the Centre are empty and account for all occupants.
- Stay at the assembly point until "all clear" is given.
- Do not attempt to extinguish fire unless it is safe to do so.

## Wi-Fi and Internet Access

- Free Wi-Fi is available. Access is password protected. The Wi-Fi Password is **Orange12**
- Internet access should be used in an informed, legal and responsible way.
- Internet, email, computers and phones should not to be used for any unauthorized purposes, including;

- The transmission of abusive, defamatory, obscene, suggestive, harassing, belligerent, misleading or racist communications
- The searching for, perusal and /or downloading of pornographic or other objectionable material
- Making ethnic, sexual-preference or gender related slurs or jokes
- Offensive material through the internet
- The transmission of sensitive information about an individual
- Sending or receiving confidential information including but not limited to restricted copyright materials, Centre, financial or personnel information
- Engaging in illegal activities, violating company policies, or encouraging others to do so
- Use of Centre Internet access or electronic mail to run a private business
- Where such transmission would, or be likely to, place the company in breach of the Privacy Act 1993.

## Health and Safety

- To meet Health and Safety legislative requirements and to ensure all risks relative to the Centre are appropriately managed, the Centre must ensure that it maintains a safe working environment. A copy of the Centre's Health & Safety Plan is available on request.
- A register must be maintained of all accidents and incidents. A report form is available on request. Contact the Centre Manager on (03) 578 6180 in the event of any incident that falls within the definition of serious harm.

## Security

Confirmed bookings will be issued a security access card for the duration of the event. This security access card must be collected from our office located on Level 5, Rangitāne House, 2 Main Street, Blenheim on the working day prior to your booking. Access will be granted according to user / event requirements. The access card must be returned when the event is over to obtain full refund of the Hire Bond. The last person(s) to leave The Centre after an event will:

- Make sure all participants have left the building.
- Check to ensure windows and doors are closed / locked
- Turn off all lights
- Close final door and ensure it is locked.

## Smoking

Smoking is not permitted anywhere inside the building or within 5 metres of any entrance.

## Sustainability

Please use Centre in sustainable way by:

- Saving water and not running taps unnecessarily.
- Reducing energy use by switching off lights and implements not being used.
- Reducing waste through recycling.

# HIRE FEES

Conference/Meeting Room		
	Room Only	Room + Kitchenette
Half Day	\$195	\$220
Full Day	\$330	\$385
2 Hours	\$110	\$165
Main Hall		
	Without Kitchen	With Kitchen
Half Day	\$495	\$660
Full Day	\$605	\$825
Whole Complex		
Half Day	\$825	
Full Day	\$1,540	
Friday - Sunday	\$2,530	
Commercial Kitchen		
Half Day	\$220	
Full Day	\$385	
Hourly (min 2)	\$55	
Overnight Accommodation (per night)		
Individual	\$35	

The hire fee is **exclusive of GST** and is indicative only.

Any use of mattresses and/or linen will be charged as overnight accommodation above, per person.

In addition to the payment of the agreed hire charges the hirer shall pay a **Hire Bond** (see Hire Charges) on confirmation of the booking. This Hire Bond will be held until the venue has been inspected and approved by the Centre's representatives and the security access card returned. On approval and return of the access card the Hire Bond will be refunded, less any costs to be deducted due to any breach of the Terms and Conditions.

# TERMS AND CONDITIONS

## Inspections

A pre-booking inspection of the Rangitāne Cultural Centre (the Venue), preferably with the Hirer, is to be undertaken and important issues/features verbally pointed out using the “Pre-Use Check Form”.

A post booking inspection will also be undertaken prior to the Hire Bond being returned to the Hirer.

## Setup

The Hirer is responsible for setting up the area(s) hired as required. When the Hirer has finished with the venue, all seating and any other items that have been moved by the Hirer must be returned to their original positions and all rooms are to be left in the condition in which they were found.

## Exit at End of Hire

Unless other arrangements have been made, the Hirer agrees to leave the venue properly cleared, cleaned and locked by the agreed exit time. If no other time has been agreed, then midnight shall be the agreed exit time.

Where all clearing, cleaning and packing up is not completed by the agreed exit time a late departure fee of \$100.00 per hour will be charged and this amount will be deducted from the Hire Bond if not paid to the venue by the Hirer.

## Right of Use

The Venue will not permit its use for inappropriate functions where damage may occur or where conflict with adjacent neighbours is likely.

## Hire Bond Payment

In addition to the payment of the agreed hire charges the hirer shall pay a cash Hire Bond (see Hire Charges) on confirmation of the booking. This Hire Bond will be held until the venue has been inspected and approved by the Centre’s representatives and the security access card returned. On approval and return of the access card the Hire Bond will be refunded, less any costs to be deducted due to any breach of the terms & conditions.

## Hire Fee Deposit and Payment

The Hirer agrees to pay a non-refundable deposit of 25% of the hire costs. Should the Hirer have cause to cancel this venue booking the deposit will be retained by the Venue.

This deposit will be deducted from the Hirer’s final account which is due for payment 7 days prior to the date of the booking.

The Venue will levy full rental costs for confirmed bookings not utilised or cancelled within 7 days of the event.

## Cleaning Fee

The Hirer agrees to clean the Venue at the conclusion of the booking prior to the agreed exit time. Condition of hire is that it is returned to the condition it was hired in. Groups of over 50 persons or overnight accommodation will also require commercial cleaning of the facility toilets, mopping and finer cleaning. This will be included in the cost of hire.

Cleaning guidelines will be provided. A minimum cleaning fee of \$100 plus an hourly charge of \$25 will be charged if the venue is left in an unsatisfactory state.



## **Penalty Charges**

The Hirer agrees that it is fully liable for any costs incurred by the venue as a result of the following over and above the amount of the Hire Bond:

- unsatisfactory cleaning / stains
- damage to electrical systems or plumbing
- damage/loss to equipment
- damage/loss to keys or security system
- failure to secure the building after use
- the cost of a NZ Fire Service callout (false alarm)
- resetting of fire alarm by the fire security company.

The Hirer will report any damage or heavy wear. The Venue will be inspected by a representative of the Venue at the agreed exit time and, if not in a satisfactory state, will be reinstated to such at the cost of the Hirer. Any such costs will be deducted from the Hire Bond.

In the event of a fire, if the Hirer is found to be negligent or responsible in any way, the Hirer will pay all costs not directly met by the Venue's insurance.

## **Decoration**

The Hirer is not to use inappropriate materials such as nails, glue, tape and tacks to hang decorations or notices on the walls. Should such decoration or notices be essential to the activity please discuss the requirements when booking.

## **Parking**

The car park holds 40 car park spaces. The Hirer agrees to make sure that cars are parked in appropriate spaces. Where the car park is full however, at least one parking warden(s) is required to direct parking and a "Car park Full" sign is to be erected at the entrance to the car park.

There is no provision for heavy vehicle delivery. Only light vans and 2 axle trucks are permitted.

## **Courtesy to others**

The Hirer will take into consideration the rights of other users of the Venue, in particular with regard to noise and access to other parts of the Venue.

The Hirer agrees to make sure that all care and consideration is given to the neighbours and occupants of homes surrounding the facility with regard to access and no noise/music is to be audible from the Venue after 1.00am.

## **Sound, Lighting and Multi-Media Equipment Hire/Use**

The cost to repair or replace any equipment damaged beyond normal wear and tear will be the responsibility of the Hirer/user.

## **Kitchen Catering Equipment**

The hirer acknowledges that all equipment is the property of The Venue.

Payment for hire of catering equipment is to be made prior to its use.

Damage or loss is the responsibility of the Hirer and any breakages or items missing will be paid to the Venue or deducted from the Hire Bond

The Hirer agrees to wash and sterilize all catering equipment in the dishwasher after use.

A cleaning fee will apply if catering equipment is not satisfactorily cleaned.

## **General Safety & Security**

The Hirer must nominate a person to act as Fire Warden in case of fire. If the alarm sounds the building must be vacated and people instructed to assemble at outdoor assembly points. The Warden is to check all rooms, toilets etc. to ensure everyone is out of the building.

The Hirer agrees to adhere to the safety policy of the Venue and to ensure that all safety precautions (as required by law) are taken to eliminate injury to persons and damage to the premises and equipment. The Hirer agrees to make sure that rooms that are not part of its usage are not entered and locked doors are not unlocked. The Hirer agrees to check all windows and doors are secured before leaving, all lights and other equipment is turned off and the alarm activated.

It is recommended that the Hirer arranges to have security at the front entrance for events with potential attraction for undesirable attendees. The Venue will not accept responsibility for the loss or damage to any of the Hirer's equipment while in use or stored within the Venue.

## **Occupancy Numbers**

The Hirer will ensure that occupancy of the building does not exceed 200 people at any one time. Further visitors may be hosted outside the building.

## **Portaloos**

Where the total number of people on site exceeds 210 people the Hirer agrees to provide sufficient portaloos on site to ensure there are adequate toilet facilities for all people on site.

## **Operating Hours**

Operating hours shall be within the following limits:

Cultural and Community Centre (meetings and events) – Monday to Thursday and Sunday – 9.00am to 10pm. Friday and Saturday – 9.00am to 12 midnight.

Marae (involving cultural activities and overnight accommodation) – Seven days a week / 24 hours.

## **Liquor Licence**

The Centre does not hold a liquor licence and special temporary licences will be required on an event by event basis if it is intended that alcohol be served or supplied. The Hirer agrees to check with the Marlborough District Council regarding the licence requirement and to obtain a temporary liquor licence if necessary. The Hirer will act as a "Responsible Host" and will be responsible for the actions of the event participants.

## **Smokefree Environment**

Smoking is not permitted in the Venue nor within 5 metres of a doorway.

## **Emergency Enquiries**

After hour emergency enquiries should be directed to the General Manager or Ūkaipō Kaitiaki.

## **Additional Conditions of Use**

The Hirer should check the booking confirmation letter as there may be additional conditions of use applied to specific use of the Venue.

## **Declaration of Agreement**

The Hirer is required to acknowledge and sign off these conditions of use to indicate he/she fully understands and accepts his/her responsibilities.

# EMERGENCY AND USEFUL CONTACTS

<b>Civil Defence:</b>	General Information: (03) 520 7490 <a href="http://www.marlborough.govt.nz">www.marlborough.govt.nz</a>
<b>Cultural Centre Contact:</b>	Business Hours: (03) 578 6180 After Hours: 027 578 6104
<b>Hospital:</b>	Wairau Hospital (03) 520 9999 <a href="http://www.nmdhb.govt.nz">www.nmdhb.govt.nz</a>
<b>Doctor/Medical Centre:</b>	After hours GP, Gate 2, Hospital Road. Blenheim (03) 520 - 6578
<b>Council Offices:</b>	MDC – Blenheim (03) 520 7400 <a href="http://www.marlborough.govt.nz">www.marlborough.govt.nz</a>
<b>OSH</b>	0800 20 90 20 <a href="http://www.osh.dol.govt.nz">www.osh.dol.govt.nz</a>
<b>ACC</b>	0800 222 776 <a href="http://www.acc.co.nz">www.acc.co.nz</a>
<b>Healthline:</b>	0800 611 116 <a href="http://www.healthline.co.nz">www.healthline.co.nz</a>
<b>National Poisons Centre:</b>	0800 764 766 <a href="http://www.toxinz.com">www.toxinz.com</a>
<b>Environmental Pollution:</b>	Marlborough District Council (03) 520 7400 <a href="http://www.marlborough.govt.nz">www.marlborough.govt.nz</a>
<b>Water/Sewage:</b>	For Pump – Think Water Ray Smith 021 611 758 Marlborough District Council (03) 520 7400 <a href="http://www.marlborough.govt.nz">www.marlborough.govt.nz</a>
<b>Water &amp; Pump</b>	Think Water 578 3802 Ray Smith – 021 611 758
<b>Electrician:</b>	Laser Electrical (03) 578 7607 Brendon 021-487901 578-7466 <a href="http://www.blenheim.laserelectical.co.nz">www.blenheim.laserelectical.co.nz</a>
<b>Plumber:</b>	Hunter Plumbing: 03 577 6967 or 027 577 6967
<b>Power Supply Authority:</b>	Marlborough Lines (03) 577 7007
<b>Gas Supply Authority:</b>	Rockgas Blenheim – (03) 577 9717
<b>Waste Management Pick up Weekly on Fridays</b>	Waste Management 0800 101 010 si@wastemangement.co.nz

# EMERGENCY PROCEDURES

## FIRE

### If you discover a fire

- Activate the nearest fire alarm immediately.
- Warn people, quickly check the area is clear of people, if it is safe to do so.
- Close doors to contain the fire.
- Call the Fire Service.



Dial 111

And state: "THERE IS A FIRE AT UKAIPO CULTURAL CENTRE, 1 FELL STREET, BLENHEIM"

### If you hear the fire alarm sound

- Quickly close down any cooking appliances and machinery if it is safe to do so.
- Follow instructions from the Warden.
- Leave immediately by the nearest exit. DO NOT RUN.
- Move to the Assembly Point at the car park until the "all clear" is given.



### Fire Extinguishers

Only use a fire extinguisher if:

- It is safe to do so.
- You are trained or confident to use one.
- Someone else knows where you are and that you are attempting to put a fire out.



### Warden Responsibilities:

- Confirm that a 111 call has been made, if in doubt - call 111.
- If safe to do so, put on your identification arm band.
- Quickly and calmly clear the area and exit via the nearest and safest exit.
- Turn off appliances and equipment – only if it is safe to do so.
- Leave lights on, and close doors – only if it is safe to do so.
- Assign tasks such as attending to injuries, being on the lookout for the emergency services, containing people at the Assembly Point until the "All Clear" has been given.
- Advise the Emergency Services, on their arrival of the evacuation status.
- Prevent people from re-entering the building.
- Wait for the "All Clear" from the Fire Department.

## EARTHQUAKE

- Move away from windows, equipment and shelves if you are near them.
- Take cover under solid furniture such as tables and desks.

*When the shaking stops:*

- Keep calm and help those that need assistance.
- Turn off all electrical sources and gas taps if possible.
- Wait for orders from your Manager in Charge.

**If you need to evacuate:**

- Use fire evacuation procedures to leave the building.
- Follow the Warden’s instructions.
- Meet at the Assembly Point

**SERIOUS INJURY ACCIDENT**

- Keep safe – do not become a casualty yourself.
- Call for a First Aider.
- Assist as much as you can, keeping patient calm, warm and comfortable.
- Ensure someone rings for an Ambulance.
- Secure the accident scene once it is safe to do so.
- Report to WorkSafe New Zealand, if it is a NOTIFIABLE EVENT:

**IN THE EVENT OF A NOTIFIABLE EVENT (serious injury or incident),** it is a legal requirement to inform WorkSafe NZ as soon as possible.

**Process for reporting a NOTIFIABLE EVENT:**

1. Seek first aid treatment and call 111 for an Ambulance.
2. Report to General Manager immediately.
3. Rangitāne Office 578 6180 / afterhours 027 920 4229
4. The scene needs to be controlled, i.e., **do not move or pick anything up, clean up or allow anyone except essential emergency services into the immediate area.** Barriers or makeshift screens may be needed to isolate the area.
5. Management will decide if it is **“NOTIFIABLE EVENT”**. If it is, there is a legal requirement to notify WorkSafe NZ as soon as possible and give information (0800-030-040). A full investigation will take place to find out what the cause of the accident was. **ONLY** WorkSafe NZ can authorise the release of the scene of a “notifiable event”.
6. Complete an Incident/Injury Report Form and submit it to the General Manager.
7. Assist/co-operate with the investigation.



# BOOKING FORM

## Process

Before completing this form, please ensure you have read and retained a copy of the Booking Information Guide.

Please complete this form, sign and return to Level 5, Rangitāne House, 2 Main Street, Blenheim 7201. Alternatively, you can email the completed form to [bookings@ukaipo.nz](mailto:bookings@ukaipo.nz).

We will then contact you to confirm availability of the venue as per your requirements. An invoice will be issued to you. You will be required to pay a non-refundable deposit of 25% (excluding bond) to confirm your booking.

When your booking is confirmed and paid, you are required to collect the key/security card from our office (Level 5, Rangitāne House, 2 Main Street, Blenheim 7201) on the working day prior to your booking, as there are no staff based at the venue to provide access. You will also be required to sign our Terms and Conditions when you collect the key/security card.

## Hirer Details

<b>Name:</b>	
<b>Organisation:</b>	
<b>Physical Address:</b>	
<b>Postal Address:</b>	
<b>Mobile:</b>	
<b>Email:</b>	

## Hire Details

<b>Start Date and Time:</b>	
<b>End Date and Time:</b>	
<b>Facilities Required:</b>	<input type="checkbox"/> Conference/Meeting Room <input type="checkbox"/> Main Hall <input type="checkbox"/> Commercial Kitchen <input type="checkbox"/> Entire Facility (includes all of the above) <input type="checkbox"/> Overnight Accommodation ( __ people, __ nights)

## Indemnity

I hereby agree that, in the event of any damage being caused to the Centre or any furniture, equipment or fittings or other articles or property belonging to the Centre or to loss thereof during the period of hire of the Centre or any part of the Centre, that I will at my own expense make good all such damage or loss and, in the event of my failing to do so within seven days after the occurrence of such damage or loss, I hereby irrevocably licence and authorise Te Rūnanga a Rangitāne o Wairau Trust to make good all damage or loss and hereby agree to indemnify Te Rūnanga a Rangitāne o Wairau Trust against all proper charges and expenses in respect thereof.

Further, I confirm that I have read and understood the Booking Information Guide.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_