



## HIRE CHARGES

### Orewa Arts & Events Centre Facilities

### Commercial & Private Rates

Details	Half Day excl gst	Half Day incl gst	Full Day excl gst	Full Day incl gst
Full Orewa Arts & Events Centre	\$600	\$690	\$1,000	\$1,150
Main Auditorium – stage and 2/3rds of Full Auditorium	\$400	\$460	\$700	\$805
Foyer	\$300	\$345	\$400	\$460
Grand Piano	\$100 per use	\$115 per use		
Embossed Black Table Cloths – to fit trestle tables provided free with hire.	\$10 per use	\$11.50 per use		
Cleaning Fee	\$100	\$115	\$100	\$115

### Capacity (incorporating Fire Safety Regulations)

Area	Maximum	Maximum seated	Maximum for sit down dinner
Full Orewa Arts & Events Centre	800	750	300
Full Auditorium – excluding Foyer	600	600	200
Main Auditorium – 2/3 <sup>rd</sup> of Full Auditorium	400	400	150
Foyer	200	180	100

### Notes

- Bond will be the greater of \$500 or 50% of the Hire Charge.
- Deposit will be 25% of the Hire Charge, refundable up to 30 days prior to the event.
- Remainder of fee and Bond is due no less than 7 days prior to event.
- Where a separate time for set up, clean up or rehearsal is required an additional hire charge will be payable.
- Half day rate applies when hired for a morning, afternoon or evening. Half day hire not to exceed 5 hours. Payments made by cheque should be made out to "Orewa College".
- All hire rates include access to the Kitchen, trestle tables and seats.
- All permanently mounted sound, fluro lighting, AV equipment and microphone in the Main Auditorium is available for use by the Hirer, subject to the College being satisfied that a suitably qualified technician is available for its operation. If theatre lighting is required then an authorised technician is to be hired, payable by the hirer. Authorised technicians are found on our website under – services/sound and lighting.
- The Grand piano can be hired at a rate of \$50 + gst per event. The piano is tuned on a regular basis. If the Hirer requires it to be tuned this will be at the Hirers cost. Grand piano is only to be moved under the supervision of college staff.
- All Hirers must read Conditions of Hire, Fire Safety documents and sign Hire Agreement.
- If a hirer requires a person to be on site to unlock, lock or unset, set alarms outside school hours then an additional \$40.00 fee (excl GST) will be charged per visit made.