

VENUE HIRE AGREEMENT

Light House Ballroom Ltd

This Venue Hire Agreement is between Light House Ballroom Ltd ("LHB", "we", "us" or "our") and the person or organisation named in the Booking Form ("Hirer", "you" or "your"). The Booking Form, written quote and any agreed special conditions form part of this agreement.

Booking Summary

Hirer / Organisation	_____
Contact person	_____
Email / Phone	_____
Event / Activity	_____
Event date	_____
Setup access time	_____ Pack-down complete by _____
Event start / finish	_____ to _____ (finish by midnight unless approved)
Agreed hire fee	\$_____ (GST treatment to be stated in quote)
Deposit / Bond	Deposit: \$_____ Bond: \$_____
Balance due	_____

1. Booking and Payment

1.1 A booking is confirmed when this agreement and the booking form are signed (or otherwise accepted in writing) and any required deposit is paid.

1.2 The hire fee is quoted individually. The quote may take account of the event type, expected guest numbers, day and time, the areas required, facilities and equipment, setup and pack-down requirements, and any other agreed services.

1.3 The written booking confirmation must state the agreed hire period, event hours, setup and pack-down periods, applicable rates, total hire fee, deposit, bond (if any), payment due dates and any additional charges.

1.4 Unless agreed otherwise in writing, the balance is due 7 days before the event.

1.5 Setup and pack-down time is additional to the event duration and must be booked. The rate for those periods will be specified in the quote. Premium rates may apply to selected days and time slots.

1.6 Any additional charges reasonably incurred because of the Hirer's use of the venue, including additional cleaning, damage, approved extensions or specialist services, may be invoiced separately.

1.7 Any bond is separate from the hire fee. Subject to this agreement, it will be returned after the event once the venue has been inspected and any outstanding costs have been determined.

2. Cancellation

2.1 Cancellation must be made in writing.

2.2 Unless otherwise stated in the booking confirmation, the deposit is non-refundable. Any further cancellation charge will be limited to amounts permitted by applicable law and the booking terms.

2.3 If the event is cancelled because of circumstances outside either party's reasonable control, we will work with the Hirer to reschedule where reasonably practicable. Any refund will take into account costs already incurred and non-recoverable commitments, subject to applicable law.

2.4 Nothing in this clause limits any rights the Hirer has under applicable New Zealand law.

3. Permitted Use and Event Details

3.1 The venue may only be used for the activity described in the booking form. Any material change to the event, expected attendance, entertainment, catering, alcohol arrangements or use of equipment must be approved by LHB beforehand.

3.2 The Hirer must not sub-hire, assign or allow another party to take over the booking without our written consent.

3.3 The Hirer must comply with reasonable directions given by Light House Ballroom staff.

3.4 The Hirer must provide accurate guest numbers and event details and must not exceed the maximum occupancy or any capacity limit communicated by LHB.

4. Access, Hire Period and Finish Time

4.1 Access is limited to the times recorded in the booking confirmation. Setup and pack-down are outside the event duration and must be included in the booked hire period.

4.2 The Hirer and all guests, suppliers and contractors must vacate the venue by the agreed departure time, having completed pack-down and removal of belongings and rubbish.

4.3 Events must finish by midnight unless an extension has been discussed with and approved by LHB in advance. Approval is not automatic and may be subject to applicable restrictions and additional charges.

4.4 Additional time or an unapproved overrun may be charged at the rate stated in the booking confirmation or, if not stated, a reasonable rate notified by LHB, subject to applicable law.

4.5 Keys, access codes and other access arrangements must not be shared except with people authorised by the Hirer who need them for the event.

5. Venue Facilities, Furniture and Parking

5.1 Subject to the booking confirmation, LHB has a music station with desk mixer, speaker system, DMX-controlled lighting, trestle tables, black tablecloths and black banquet chairs available for event use.

5.2 The Hirer must confirm in advance which furniture and equipment are required. Availability and any setup or layout arrangements must be agreed with LHB.

5.3 The venue has nine dedicated car parks. Additional evening parking is generally available in the immediate vicinity, but off-site parking is not reserved or guaranteed by LHB. Drivers must comply with all parking signs and restrictions.

5.4 The Hirer must not move, alter or use venue furniture, sound equipment, lighting or other property outside its intended purpose without approval.

6. Attendance and Supervision

6.1 The Hirer is responsible for guests, contractors, performers, suppliers and other people attending through the Hirer.

6.2 The Hirer must ensure children and vulnerable people are appropriately supervised.

6.3 The Hirer must not obstruct entrances, exits, access ways or neighbouring properties.

7. Alcohol, Food and Catering

7.1 LHB does not hold a liquor licence. Hirers may propose to bring their own alcohol for an event, but must disclose the proposed arrangements to LHB in advance and obtain LHB's written approval before the event.

7.2 BYO approval is not permission to sell alcohol or to supply alcohol in a way that requires a licence or other approval. Alcohol must not be sold, charged for, included in a paid package, or supplied to guests in any other manner unless the arrangement has been confirmed as lawful and all required licences or approvals have been obtained.

7.3 The Hirer must comply with all applicable New Zealand alcohol laws and any conditions or requirements communicated by LHB. LHB may decline or impose conditions on proposed alcohol arrangements where necessary for legal compliance, safety or responsible event management.

7.4 The Hirer is responsible for food, catering and food-safety arrangements where applicable and must disclose any external caterers or food service plans in advance.

7.5 Open flames, cooking equipment, smoke effects, dry ice or similar equipment require prior written approval.

8. Decorations and Equipment

8.1 Decorations must be approved where they may affect walls, ceilings, floors, lighting, fire systems or other venue property.

8.2 Nails, screws, staples, pins, glue, permanent adhesives, glitter, confetti or materials that may stain or damage the venue are not permitted unless expressly approved in writing.

8.3 Nothing may be attached to or placed on the sprung dance floor in a way that could damage it.

8.4 All hired or brought-in equipment must be safely installed and removed within the agreed hire period.

9. Health and Safety

9.1 The Hirer must take reasonable steps to keep attendees, workers, contractors and other people safe and comply with applicable health and safety requirements.

9.2 The Hirer must promptly report hazards, accidents, injuries, near misses or damage to LHB.

9.3 Emergency exits, fire equipment and access ways must remain unobstructed. The Hirer must follow emergency instructions and evacuate the venue if instructed.

9.4 Each party remains responsible for the health and safety duties that apply to it under New Zealand law.

10. Cleaning and Waste

10.1 The venue must be left in the condition in which it was provided, allowing for reasonable wear from the agreed use.

10.2 The Hirer must remove belongings, decorations, rubbish and hired equipment by the end of the booked hire period unless otherwise agreed.

10.3 Furniture must be returned to the agreed location and condition. Tablecloths and chairs must be treated with reasonable care.

10.4 Additional cleaning, rubbish removal or restoration required because of the Hirer's use may be charged at the applicable rate.

11. Damage and Bond

11.1 The Hirer is responsible for loss or damage to the venue, fixtures, fittings, furniture or equipment caused by the Hirer or people attending through the Hirer, except for ordinary wear and tear.

11.2 LHB may use the bond to meet reasonable costs of repair, replacement, cleaning, rubbish removal or other costs arising from a breach of this agreement.

11.3 If the cost exceeds the bond, the Hirer remains responsible for the reasonable balance, subject to applicable law.

12. Insurance and Contractors

12.1 LHB may require evidence of public liability insurance where the nature or scale of an event makes this appropriate.

12.2 The Hirer is responsible for ensuring its contractors, entertainers, caterers, security providers and suppliers have appropriate insurance and qualifications where required.

12.3 Contractors must comply with venue rules and reasonable directions.

13. Noise and Neighbours

13.1 LHB has no immediate neighbours; however, the Hirer must manage music, amplified sound and guest behaviour responsibly and comply with all applicable venue and legal requirements.

13.2 The Hirer must not create unreasonable nuisance, disturbance or risk to neighbouring properties, other venue users or the public.

14. Liability

14.1 Nothing in this agreement excludes or limits any liability or legal right that cannot lawfully be excluded or limited.

14.2 Subject to applicable law, the Hirer is responsible for loss or damage caused by the Hirer's breach of this agreement or the acts or omissions of people attending through the Hirer.

14.3 LHB is not responsible for loss of or damage to property brought to the venue by the Hirer or attendees, except to the extent caused by LHB's negligence or otherwise required by law.

15. Termination

15.1 LHB may terminate or suspend a booking if the Hirer materially breaches this agreement, fails to pay amounts due, uses the venue unlawfully, creates a serious safety risk, or materially exceeds the agreed use or capacity.

15.2 Where practicable, LHB will give the Hirer an opportunity to remedy a breach. Immediate action may be taken where reasonably necessary for safety, legality or protection of the venue.

16. Privacy

Personal information supplied for the booking will be used to administer the hire, communicate with the Hirer, process payments and meet legal obligations. LHB will handle personal information in accordance with applicable New Zealand privacy law.

17. Changes, Consumer Law and Governing Law

17.1 Any special conditions, pricing or event-specific arrangements agreed in writing form part of this agreement. Changes to the booking must be confirmed in writing.

17.2 This agreement is intended to operate consistently with New Zealand consumer and fair trading law. No term is intended to exclude a legal right where the law does not permit that exclusion.

17.3 This agreement is governed by the laws of New Zealand.

Acceptance

By signing below, the Hirer confirms that they have read and agree to this Venue Hire Agreement, the completed Booking Form, the written quote and any booking-specific conditions.

Hirer name	LHB representative name
Signature	Signature
Date	Date

VENUE HIRE BOOKING FORM

Please complete as much detail as possible. LHB will confirm availability, rates and any event-specific conditions in writing.

Hirer / Organisation	
Contact person	
Email	
Phone	
Event type / description	
Event date	
Estimated guest numbers	
Event layout / areas required	
Setup access date and time	
Event start time	
Event finish time	
Pack-down complete / departure time	
Catering / food arrangements	
BYO alcohol proposal (type, service and who will bring it)	
Music / DJ / entertainment	
Furniture required (trestle tables, black tablecloths, black banquet chairs)	
Equipment required (music station, speakers, DMX lighting)	
Parking / access needs	
Other suppliers / contractors	
Special requirements	

Quote and Payment Details (completed by LHB)

Event hire rate / basis	_____
Premium time-slot rate, if applicable	_____
Setup rate and booked duration	_____
Pack-down rate and booked duration	_____
Other agreed services / charges	_____
Total hire fee	\$ _____
Deposit / due date	_____
Bond	\$ _____
Balance due / date	_____
GST treatment (if applicable)	_____
Extension approved? Conditions / rate	_____

Important: Setup and pack-down time is additional to the event duration and must be booked and charged as stated in the written quote. Events must finish by midnight unless an extension is approved by LHB in advance. LHB does not hold a liquor licence; any proposed BYO alcohol arrangements require advance disclosure and written approval and must comply with New Zealand law.

Booking Confirmation

Hirer name: _____ Signature: _____

Date: _____ LHB representative: _____ Date: _____

VENUE RULES & EVENT CHECKLIST

Please use this checklist when planning and closing your event.

Before the Event

- Event type, guest numbers and layout confirmed with LHB.
- Written quote, deposit, bond and payment dates confirmed.
- Setup and pack-down times booked separately from event hours.
- Event finish time confirmed; any request to extend beyond midnight approved in writing beforehand.
- Furniture and equipment needs confirmed with LHB.
- Food and catering arrangements disclosed.
- Any proposed BYO alcohol arrangements disclosed and approved in writing; legal requirements checked.
- Suppliers, contractors, entertainment and any insurance requirements confirmed.
- Parking plan shared with guests: nine dedicated car parks plus nearby evening parking subject to restrictions.

During the Event

- Stay within the agreed hire period and guest capacity.
- Keep emergency exits, fire equipment and access ways clear.
- Use furniture, sound equipment and lighting carefully and only as agreed.
- Do not use nails, screws, staples, damaging adhesives, glitter or confetti without written approval.
- Do not attach anything to or damage the sprung dance floor.
- Manage alcohol responsibly and comply with the agreed alcohol arrangements and New Zealand law.
- Keep music and guest behaviour responsible and comply with venue instructions.
- Report hazards, accidents, incidents and damage promptly.

After the Event

- Guests and suppliers leave by the agreed departure time.
- All rubbish, belongings, decorations and hired equipment removed.
- Furniture returned to the agreed position; tablecloths and chairs treated with care.
- Floors and surfaces left in the required condition.
- Equipment switched off and returned as agreed.
- Damage, incidents or additional cleaning needs reported.
- Venue secured and keys/access items returned as instructed.

Venue Details at a Glance

Light House Ballroom Ltd • 400 sqm • Three distinct areas • Sprung wooden dance floor • Music station with desk mixer • Speakers • DMX lighting • Trestle tables, black tablecloths and black banquet chairs • Nine dedicated car parks with additional nearby evening parking.

LHB does not hold a liquor licence. Any proposed BYO alcohol arrangements must be discussed and approved in writing in advance and must comply with applicable New Zealand law.