

A decorative Art Deco border in gold, consisting of multiple concentric rectangular frames with geometric, stepped corners and triangular motifs at the top and bottom centers.

THE THAMES
ON
KIRKWOOD

PRICELIST



Pricelist Schedule

Venue Hire Only	Full Day 8am - 5pm	\$517.50
	Half Day 8am - 12pm or 12pm - 5pm	\$287.50
	Evening 6pm - 10pm	\$287.50
	Per Hour	\$57.50
Venue and Kitchen Hire	Full Day 8am - 5pm	\$575.00
	Half Day 8am - 12pm or 12pm - 5pm	\$345.00
	Evening 6pm - 10pm	\$345.00
	Per Hour	\$69.00
Kitchen Hire Only	Full Day 6 hours	\$264.50
	Half Day 8am - 12pm or 12:30pm - 4:30pm	\$138.00
	Two Hours <i>Minimum</i>	\$92.00

Additional Items Available

Projector & Screen Hire	Included
Whiteboard Hire <i>per day</i>	\$23.00
Mobile Television Hire <i>per day</i>	\$57.50

Bonds

Private Events	\$575.00
Corporate	\$115.00
Community Groups	\$115.00
Kitchen (caterers)	\$287.50

Community Groups may request alternative hireage rates

** Hireage rates shown are inclusive of GST **

Please read and familiarise yourself with these conditions before hiring

HIRE

Application form must be completed. Deposit & payment must be made before date of hire and or before collecting the venue key.

Bookings can be made through The Thames on Kirkwood email, website or phone number. Please let us know if you are wishing to become a regular hirer and accepted in advance for consideration The Thames on Kirkwood shall (in consultation with booked users) cancel, transfer, or agree to an alternative booking arrangement where the need arises to accommodate. A booked user is a user who has either paid their deposit OR paid in full.

Any hirer wishing to cancel or alter a booking is required to advise The Thames on Kirkwood in writing, on a Cancellation Form, at least seven (7) working days before the affected date.

The Thames on Kirkwood shall determine the status of the hirer in order to charge the correct fee.

All bookings must include an allowance for setup and/or clean-up time in addition to the actual time required for the activity. Hires will be charged for this setup and/or clean-up time.

Should a booking be requested for a one-off event, (e.g. wedding, Commercial event, social function), and it coincides with a regular booking – that the regular hirer be consulted in relation to cancellation of their booking.

CANCELLATION – ANY BOOKING

All booking cancellations must be in writing, on a Cancellation Form, addressed to The Thames on Kirkwood, no later than seven (7) working days before the hire date. Hirers not cancelling prior to the seven (7) working days will forfeit their rental. Such payments will only be refunded at the discretion of The Thames on Kirkwood.

FEES/CHARGES

Any request for a waiver must be made in advance, in writing. The hirer is responsible for the return of keys to The Thames on Kirkwood and keys are to be signed out & in. This must be completed by 9am in the morning on the first working day following hire. Unless already confirmed in writing from The Thames on Kirkwood all accounts are payable within 7 Days. Accounts remaining unpaid beyond 7 Days may incur further charges including but not limited to, collection costs. The hirer is responsible for notifying The Thames on Kirkwood of any loss of a key or damages.

Note: Loss of a key may result in the locks being changed and the full cost being invoiced to the User.

GENERAL

Only use the facility for the times and purpose approved by The Thames on Kirkwood. Should The Thames on Kirkwood decide the hirer is not utilising the facility for the purpose approved, written notice from The Thames on Kirkwood would be served terminating the hire. The termination date will be agreed by The Thames on Kirkwood and the hirer.

Do not carry out any structural or physical alterations.

Do not affix decorations, bunting, etc. to walls, ceilings or floors unless authorised by The Thames on Kirkwood in writing.

Do not use the premises in an illegal or offensive manner. At all times comply with the general provisions of relevant statutes, ordinances, bylaws, regulations and other written directions of The Thames on Kirkwood in relation to the hiring.

Restore the premises to the original setting after use.

Know where the lights/equipment are.

Use of the premises must finish by 1am, except with written permission of The Thames on Kirkwood. NZ Police, Fire Service and Ambulance service have right of entry at all times. Obey their directions. During the hire time, lights in premises and toilets are to be left on. Hirers are responsible for ensuring that lights are switched off after use. The cost of calling staff out to switch off lights, etc will be charged to the hirer.

Note the location of all "EXIT DOORS" in the facility. Please ensure that all "Exit" and "Emergency" Lights are operating and exit Lights are switched "On" when the facility is in use.

Ensure that all Exits from the building are kept clear and all doors are operating efficiently before facility is used. Inspect and protect the premises against outbreak of fire during and after hire.

Comply with maximum permitted venue numbers to ensure that overcrowding does not take place.

CLEANING

A cleaning fee will be priced on application.

Hirers are responsible for removing all rubbish and recycling from the venue after their event.





To ensure your special day is a success, contact our team at The Thames on Kirkwood for our list of local caterers, florists and equipment hire partners.



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www.thethames.co.nz