



Wellington Exhibition Centre

VENUE AND FACILITIES BOOKING FORM FOR MEMBER CLUBS

11 Prosser Street, Elsdon 5022 Tel: 04 237 4489 Fax: 04 237 0721

Facility information

Date required from: _____ Date required to: _____ Total number of days required: _____

Start time: _____ End time: _____ Pick up date and time for keys: _____

Have you reviewed the Health and Safety checklist? Yes No

Please indicate the areas/facilities required below:

- Main Arena (All rings) Kiosk Upstairs Cafeteria & Kitchen
 Side Hall Meeting Room 1 Sound System
 Ring 1 Ring 2 Ring 3 Ring 4 Ring 5

Contact Person: _____

Club: _____ Club membership no: _____

Address: _____

Email Address _____ Mobile: _____

Day time contact no: _____ A/Hours contact no: _____

Event information

Please indicate type of event and club below:

- Championship Show Open Show Ribbon Parade
 Championship Obedience Tests Open Obedience Tests Obedience Ribbon Trial
 Championship Agility Event Agility Ribbon Trial Training (Evening Hire)
 All Breed Club Specialist Club Multi-breed Club Group Club Obedience Club Agility Club
 Other (Please specify) _____

Rates of Hire: (GST inclusive)

All Breeds Championship Show	\$720 per day
Championship Obedience Tests	\$360 per day
Group Club Championship Show	\$180 per ring per day
Obedience Ribbon Trial/Open Trial	\$180 per day
Specialist Club Championship Show	\$75 per ring per day

Agility Championship Event	\$360 per day
All Breeds / Group Open Shows	\$75 per ring per day
Agility Ribbon Trial	\$180 per day
Specialist Club Open Show	\$50 per ring per day
Ribbon Parade, Obedience Ribbon Trial	\$50 per ring per day

Meeting Room 1 only	\$30 per day
Kiosk	\$30 per booking
Upstairs Cafeteria & Kitchen only	\$60 per day
Side Hall only	\$150 per day

Evening Hire Rates (per session) GST Inclusive		
Main Arena		\$240
Side Hall only		\$150

Heating - \$40 per day or \$5 per hour

Full Day 2 hrs 4 hrs 6 hrs 8 hrs

Declaration

I, _____ have read and understood the Purina Pro Plan Wellington Exhibition Centre facility users agreement.

Signed: _____ Date: _____

Facility Users Agreement

Please read this agreement carefully

This agreement is to highlight the responsibilities that users agree to when using **The Purina Pro Plan Wellington Exhibition Centre (PPWEC)**. The Hirer is responsible for the facility/venue for the duration of hire age.

Liability

All persons using the facilities do so at their own risk. The PPWEC is not liable for any personal injury or damage/theft to personal property whilst using the facility. The hirer shall be responsible for securing the building at the conclusion of the event.

Bookings

- Bookings must be made through Dogs New Zealand (DNZ) on the accompanying form. Requests for additional forms may be made through the DNZ Office or are available from www.nzkc.org.nz. Confirmation or alternative arrangements regarding access and set-up details is the responsibility of the hirer.

Conditions of use

Upstairs Cafeteria & Kitchen and Kiosk

- Caterers must use disposable cups and plates for public use. All areas must be cleaned and left as found. A breakage deposit of \$50 (incl GST) is required.
- No BBQ's to be used inside the venue

Health & Safety

- The **Health & Safety checklist** must be completed and returned to DNZ prior to event commencing.
- PPWEC has a Health & Safety Policy which is displayed in the main area. The hirer must appoint a Safety Officer.
- Only certified electrical equipment may be plugged into PPWEC power.
- No personal heating devices are permitted. First Aid. All clubs are required to have their own first aid kits.
- Emergency Evacuation. The hirer shall take all responsibility for the evacuation of the building in the event of an emergency and is to act in accordance with the displayed evacuation scheme. The hirer must ensure that all emergency exits remain unobstructed at all times.
- Non Smoking policy. PPWEC has a non-smoking policy therefore smoking is prohibited inside at all times.
- Alcohol. The facilities do not have a permanent liquor licence. The sale of alcohol is not permitted unless the hirer obtains the required liquor licence.
- Children. All children must be supervised by an adult at all times.
- Cleaning and Care of the Facility
- Faeces and Urine. The hirer must ensure all users are aware that dogs are not permitted to foul the indoor facility. Any accidental fouling must be cleaned up. Faeces deposited on outdoor exercise areas must be picked up. Bins are provided outside and buckets/mops/bins are provided inside for this purpose. Failure to clean up will incur a \$150 (incl GST) fine.
- The facility must be left in the same state in which it was found. All rings/ropes/tables/chairs/award standards/mops and buckets must be returned to their original locations. The Hirer must leave the venue in a clean and tidy condition and ensure all rubbish is placed in the provided bins. The hirer must exercise proper care when using the facilities. The hirer will pay for any damage to the facility arising during the hire period. Any faults/damage should be reported to the WEC as soon as possible. If the building is not left in a suitable condition following hireage, an additional fee of up to \$200 (incl GST) will be charged. The hirer should ensure that all users (including those subletting from the hirer) adhere to the cleaning policy.
- Chalk is very difficult to clean up and extra charges based on extra cleaning time taken will be billed to hirer.

Parking

- PPWEC has allocated paid parking to individual members for use at breed shows. Numbered parking bays are reserved and are not for general use during breed shows. Unauthorised vehicles or those failing to display a valid PPWEC issued parking permit may be towed at the owners risk and expense. During office hours do not park outside the office. These are reserved for staff.

Bond

- The PPWEC reserves the right to ask for a bond. If the hirer or any person using the facility is in breach of any of the conditions of hire, the PPWEC reserves the right to retain all or part of the deposit to remedy the breaches or cover any costs relating to the breaches.

Payment.

- Invoices will be sent out at the beginning of each month.
- PLEASE NOTE: This form is a booking request only. Your booking will not be confirmed until you are contacted by the DNZ.

Contact:

- Dogs NZ Office 04-237 4489 or email venuehire@dogsnz.org.nz
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Referral notes for completing booking forms & Health and Safety checklist for venue hire

Booking Form Field	Explanation of Information Required
Date required from:	Please enter the date that you will first be using the venue
Date required to:	Please enter the last date that you will be using the venue Tip: If you are only hiring the venue for one day, or for a couple of hours a day, please enter the same date in the required from and required to fields, and the number of hours in the Total number of days required field.
Start time:	The time that you would like to access the venue (ie for set up of event)
End time:	The time that you exit the venue after packing up at completion of your event.
Pick up time for Keys:	Only required if you are wanting to access the venue outside of office hours which are Monday – Friday 8.30am – 4.30pm. Alternatively, arrangements can be made with the caretaker to be onsite to open venue up for you.
Health and Safety Checklist	The Health and Safety checklist is required to be completed, signed and returned to the DNZ prior to your event taking place.
Indication of the areas/ facilities required: (Member Club bookings only)	This information is required so that the WEC is aware of what areas need to be set up for your event and open for you to access during your event ie the meeting rooms. It is not an indication of what areas you will be charged for.
Contact Details:	Please enter the details of the person that can be contacted prior to, during, and after the event if required.
Event Information: (Member Club bookings only)	This information is required as the venue is charged based on the type of show and the type of club hiring the venue. If your show is being held in the evening (after office hours of 4.30pm) the standard Evening Rate of \$240 for Main Arena and \$150 for Side Hall will be charged – regardless of type of show or club. Ribbon Parades/Trials/Tests being held in the Side Hall will be charged a flat rate of \$50 per event .
Rates of Hire: (Member Club bookings only)	Bookings for All Breed Championship Shows include the use of all venue areas in the hire fee of \$720 per day. (Main Arena, Side Hall, Upstairs Cafeteria & Kitchen, Kiosk and Meeting Rooms). Bookings for all Championship Shows/Tests/Events and Open Shows include the use of all venue areas in the hire fee – excluding the Side Hall. (Main Arena, Upstairs Cafeteria & Kitchen, Kiosk and Meeting Rooms).
Rates of Hire: (Commercial hire bookings only)	Bookings for the Whole Building include the hire of the Upstairs Cafeteria & Kitchen, Kiosk, Meeting Rooms and Side Hall. Bookings for the Main Arena only do not include the hire of the Upstairs Cafeteria & Kitchen area or Meeting Rooms.



Wellington Exhibition Centre

PROSSER STREET, ELSDON, PORIRUA 5022

Health & Safety Checklist

Purpose: BEFORE setting up for your event on site you MUST complete this checklist and return to the DNZ - venuehire@dogsnz.org.nz

Complete each task and sign them off with a ✓ to confirm that they are done.

Date of Event DD / MM / YEAR Time of Event: _____ am/pm Location: WEC

Your Name: _____ Your Position: _____

Company Name: _____

Sign When Completed: _____ Date _____

Have you done or completed the following tasks?		Yes	N/A
1	Read, understood and signed the Facility Users Agreement*		
2	Read and understood the Dogs NZ Health & Safety Policy and Emergency Procedures*		
3	Appointed a Safety Officer for the duration of your event. The safety officer (or appointed delegate) must remain onsite for the duration of the event.		
4	Familiarised yourself with the venue Emergency Exits		
5	Received a copy of the venue key for door #29 and the venue and lock up procedures		
6	Identified the location of the venue First Aid Kit, high visibility vests and warden hat in case of emergency		
7	Included an announcement of Emergency Procedures to members of public and staff in the opening announcement of your event.		

*Agreements available on website: <http://dogsnz.org.nz/dogsnz/venue-porirua>