

## Conference and Meeting Room Hire

### – Terms and Conditions

1. ENC Business Centre opening hours for general hire of the Waimakariri Conference room are between 8.30am and 5.00pm, Monday to Friday.

Hurunui and Rakahuri Meeting Rooms are available for hire on an hourly basis from 9.00am – 5.00pm Monday to Friday.

Bookings for all rooms can be made outside of these hours by arrangement.

Set up and pack down times are included in the agreed hire period. In order to vacate a room within the agreed period of room hire, all equipment and personal belongings must be removed from the space, unless prior approval has been given.

Please note that our team requires reasonable notice for setting up the Waimakariri Conference Room in a specific seating configuration. Any such bookings made during the weekend for the following Monday morning may result in a delay in setup which will need to be factored into your event time.

Should the room be still in use after the allocated time, an additional room hire will be payable at the appropriate rate, pro rata, in hourly segments.

2. Once the room is reserved, ENC will invoice immediately and full payment of room hire should be received by the ENC Business Centre within three working days of the time of reservation, and prior to using the facility. Should payment not be received within the three days, the booking is no longer considered confirmed and ENC Business Centre reserves the right to release the space which would be recognised as available for immediate booking by another party.
3. Cancellations must be received in writing or by phone, within three working days prior to an event. Any cancellation received inside of this timeframe will incur the full room hire charge.

To cancel a booking, please email: [businesscentre@enterprisenc.co.nz](mailto:businesscentre@enterprisenc.co.nz). Please quote date of hire, name of room, and the booking reference number. For immediate assistance, please call (03) 327 3135.

4. No refund will be given on room hire, for any time that is unused.
5. Enterprise North Canterbury reserves the right to decline any booking.

6. In case of damage or breakages, the hirer is responsible for the cost of repairs, other than reasonable wear and tear, that may occur during the period of hire or as a result of the hire. Any damage must be reported as soon as is practicable.

Please do not affix anything to the walls. This is with the exception of 3M adhesive flipchart sheets.

7. The business centre is a public facility, please look after your personal belongings. The conference and meeting rooms can be locked. Please see the front desk for the security code.

Enterprise North Canterbury does not take responsibility for damage or loss of items before, during and after an event. Please check that you have appropriate insurance cover.

8. Security guards and patrol services can be arranged if required. Additional charges will apply. If security personnel have to be called during an event, the costs incurred will be passed on to the Hirer.
9. The Hirer shall not sub-let the hire of the premises.
10. The ENC Business Centre shall not permit anything in the facility or its environs which is illegal, disorderly or offensive. Enterprise North Canterbury reserves the right to be the judge of whether an activity is disorderly or offensive.
11. ENC Business Centre is a NON-SMOKING environment. If you are a smoker please move away from the entrances so as the smoke does not enter the premises.
12. No animals are permitted in the ENC Business Centre, with the exception of those required by law (eg: guide dogs) unless with the approval of the Enterprise North Canterbury.
13. Open fires, smoke machines, naked flames (including candles and kerosene lamps) barbecues or spits either inside or outside the facility, are not permitted without prior written consent of Enterprise North Canterbury. If a fire alarm is set off by the use of these items, then call out charges for the fire appliance and other possible related services will be incurred to the Hirer.
14. The maximum number of persons permitted in ENC Business Centre is Fifty (50). Enterprise North Canterbury reserves the right to restrict excessive numbers of people from entering the venue, in accordance with the policy of the Waimakariri District Council Building Consent.

15. Parking onsite is limited and subject to availability. Please see our ENC Business Centre Manager for advice on the local parking options.
16. The Hirer must advise ENC if they intend to provide food or beverages as part of their event. ENC does not provide catering services but can recommend local caterers upon request. Where the Hirer provides food or beverages, an additional charge of **\$5.00+GST per person** will apply for the use of crockery, glassware, drinking vessels and associated cleaning and tidy-up.

No food preparation, cooking or sale of food or beverages is permitted on site unless prior approval has been obtained from ENC.

17. Consumption of liquor is permitted subject to compliance with Good Host Responsibility. <https://www.waimakariri.govt.nz/services/environmental-healthlicensing/alcohol-licensing>.
18. Equipment supplied within the ENC Business Centre includes an internet enabled Smart TV and whiteboard in each room. Additional equipment is available for hire either through ENC Business Centre, or through your preferred audio-visual supplier.

All equipment requirements must be advised 48 hours advance of the event in order to ensure it is set up and supplied in the way expected by the organiser.

Enterprise North Canterbury takes all care, but is not liable in the event of the failure of equipment to be available or working during the hire of the venue.

19. Furniture should be left in a tidy state. Should additional furniture be required, ENC Business Centre can organise hire at an additional cost. Should the Hirer opt to have their own furniture supplied, details including delivery, collection times, set up and pack down responsibilities must be provided to the ENC Business Centre Manager. There is no onsite storage available for additional furniture. Room hire fees would apply should furniture or additional equipment be stored onsite. Onsite ENC Business Centre furniture includes:

- 16 Boardroom – adjustable swivel chairs
- 40 Theatre – interlocking padded chairs
- 6 Folding Tables      1800 x 900 folding tables
- 1 Folding Table      1800 x 600 folding table
- 4 Square Tables      600 x 600 square

Hurunui and Rakahuri Meeting Rooms have set (non-folding) boardroom table.

- 20 General cleaning is included in the room hire fee. Where an event has created cleaning over normal requirements, or if furniture and fittings have been soiled, or paint removed from the walls, the organiser will incur a cleaning fee or repair fee. Glitter, confetti, streamers and chewing gum are prohibited and their use would be considered as needing additional cleaning costs. In the case of excess rubbish, ENC Business Centre reserves the right to on charge disposal fees.
- 21 Photography, sound or video recording of events or guests in the ENC Business Centre must receive prior permission through Enterprise North Canterbury.
- 22 Advertising of the ENC Business Centre name and/or logo in print and/or audiovisual display requires permission, and all proposed artwork must be approved by Enterprise North Canterbury prior to publication.
- 23 Circumstances or natural disasters such as earthquakes, beyond the control of Enterprise North Canterbury, may force the reserved rooms to become unavailable for hire. There would be no further claim other than entitlement of full refund of any deposits paid. We would also do all possible to provide reasonable notice.
- 24 The Hirer is required to be familiar with the ENC Business Centre Emergency Evacuation Procedure which is displayed in the Waimakariri Room and Public Areas of the ENC Business Centre.

The Hirer shall comply with all laws, regulations, bylaws and fully applicable to the operation of an event, and the use of the venue including taking all practicable steps to ensure that the provisions of the Health & Safety at Work Act 2015, and amendments are met at all times: <http://www.worksafe.govt.nz/worksafe/hswa>.

Fire/Emergency exit doors shall be kept clear from obstructions at all times.

- 25 Noise from guests, amplifiers and loudspeakers shall be kept to a moderate level at all times. Failure to comply with this condition may result in the early closure of your event and a significant fine.