

thistle hall community venue

cnr cuba & arthur streets | po box 9714 marion square | wellington | ph. 3843088 | office@thistlehall.org.nz

Hire Terms and Conditions for Gallery

Conditions of Hire

- Any loss or damage to Thistle Hall property, furniture, fittings fixtures, appliances and apparatus in or about the said premises will be charged to you.
- No responsibility will be accepted for any damage to or loss of any property you bring to or store on the premises.
- Please return any chairs, seating, furnishings or other property to their designated areas

Payment and commission

- Payment for the gallery, \$160, is made prior to your exhibition or when you collect your key.
- You will incur a \$100 cancellation fee if you cancel or postpone your booking within 28 days of the hire date.
- The gallery commission is 10% and is charged on **all sales and commissions** made during the hire period. This must be paid before bond is refunded.
- Thistle hall reserves the right to cancel any bookings if urgent maintenance is required for our premises. In that event, Thistle Hall will reschedule the booking for the next earliest convenient time. If rescheduling is not possible, all paid fees will be refunded in full.
- Any bookings made more than six months ahead will be charged at the rate applying on the date of the exhibition .
- The artist/curator is responsible for collecting and passing on the agreed commission to Thistle Hall

Bond

- A bond of \$100 must be received by Thistle Hall before your exhibition booking can be confirmed. The bond must be paid as a bank transfer. Your bond is returned after the hire once the key and the sales commission have been received, and providing the conditions of hire have been fully observed.
- A key bond of \$50 per key must be paid before you receive the key. This will be refunded once the key is returned.

Cleaning

Please leave the facilities as you would wish to find them. You must clean the space after use:

- All rooms you have used including toilets and your kitchen must be left in a clean and tidy state.
- Sweep and mop the floors.
- Wash and dry dishes and clear and clean kitchen surfaces including fridge and microwave.
- Remove all rubbish (including bottles and cans and any rubbish your event has created outside the gallery). Your rubbish can be put in official Wellington City Council rubbish bags, secured tightly, and placed on the street for collection. Bags are not provided. Rubbish is collected every night

Cleaning equipment: mop, dustpan and brush, bucket and multi-purpose cleaner are kept in the cupboard next to the wheelchair accessible toilet. Brooms are in the cupboard inside the gallery. Please make sure you leave these items clean and tidy after use and remember to wash out mops and buckets.

Please note: The wheelie bins situated behind Thistle Hall are not the property of the hall and must not be used for the collection of any rubbish from your event. They are the private property of our neighbours and if used you will be charged the fee for clearing them

Making good the gallery walls

You are responsible for leaving the Thistle Hall Gallery wall surface and floor in good condition. Your bond will not be returned if this is not done adequately. We have putty and paint available in the gallery cupboard. Please use the drop cloth provided to ensure the floor is kept clean.

Security

- You will be held solely responsible in respect to any claims arising or loss, accident, injury or damage to persons sustained in connection with your hire of the gallery.
- It is your responsibility to check that all outer doors and windows are securely locked when you leave.
- Please ensure that the facility is locked, the lights are turned off and the footpath sign is brought in before you leave. We have invested in a footpath sign so you can advertise your exhibition. If the sign is stolen or lost while the gallery is under your hire, you will be liable for replacement charges of up to \$500.

Lighting your exhibition

- The gallery has track lighting. Once these lights are set for an exhibition the hirer will refrain from adjusting the lighting in the gallery unless supervised by the Manager. The lights themselves may be changed by swivelling the light head, but actual movement of the light fitting up and down the track without supervision is strictly prohibited. Any breakages or damages will be charged to the hirer.
- Please turn off the gallery lights when you leave for the day. However we are happy to have the front window spots on to profile your show over night.

Your opening

- Please ensure that any opening parties in the gallery are over and the gallery vacated by 11pm. Please inform us if your opening is going to be on a Friday or Saturday so that it does not clash with upstairs functions.
- We ask that you remove all bottles and alcohol from the gallery before leaving after your opening. **Alcohol should not be present in the gallery other than at openings.**
- The parking area and service lane behind Thistle Hall is private property. Please ensure that your guests and event goers do not congregate in this area.
- Thistle Hall staff and representatives will have unhindered access at all times.

EMERGENCY PROCEDURES

FIRE AND SAFETY

- The fire and safety regulations permit **a maximum of 100 people in the gallery at any time.** You are responsible for ensuring this is adhered to at all times.
- Fire and smoke alarms are wired to the Fire Service. If they go off with no actual fire you will be charged a call out fee. This can be up to \$1500.
- Do not use smoke machines as they set off the fire alarms.
- Fire and Emergency doors must be kept clear from obstruction at all times.

If you find a fire in the building:

- Set off the nearest fire alarm call point by breaking the glass and turning on the switch.
- Phone “111” and ask for Fire Service. Tell them where the fire is and give them the address: Thistle Hall Community Venue, Cnr. Cuba & Arthur Streets, Wellington.
- The hirer must advise the Manager as soon as is practicable that the Fire Service were called to Thistle Hall even if no emergency had occurred.

Fire Warden

- A fire warden must be assigned by any group who books and uses the hall. Familiarise yourselves with the location of the fire alarm call points, fire extinguishers, fire exits and the assembly area. Fire and emergency procedures are available in the upstairs hall and in the downstairs meeting room and Gallery area.
- In an emergency Fire Wardens are to identify themselves by wearing a “Wardens Vest” which is available with the first aid supplies.

When the fire alarm goes off the warden must:

- Instruct people to the nearest exit, directing them to the assembly area outside the adjacent building on Arthur Street (away from the front or sides of the building).
- Check with users of other parts of the building to ensure all areas of the hall have been evacuated, assisting people where necessary. If someone is unable to be evacuated, ensure they are in a safe place, and notify the Fire Service upon their arrival.
- Call 111
- Remain outside the building and liaise with the Fire Service upon their arrival. Advise which areas have not been checked.
- Ensure that no one re-enters the building until the ‘all clear’ is given by the Fire Service.

- The Fire Warden must complete a head count and report anyone missing to the Senior Fire Service Officer.
- Where disabled persons are using the facility the Warden must advise the Fire Officer.

First Aid

- First Aid facilities are available in both the upstairs and downstairs kitchens. It is the responsibility of the hirer to provide basic First Aid care for minor incidents. The hirer will comply with all laws, regulations, bylaws and rules that are applicable to the event, including taking all practicable steps to ensure that the provisions of the Health and Safety Employment Act 1992 are met at all times.

EARTHQUAKE



- **Move** no more than a few steps, drop, cover and hold. Stay indoors - you do not have to evacuate a building straight away unless it is showing obvious signs of distress.
- Get under solid furniture like tables or desks and hold on to it.
- Be aware of falling ceiling, light fittings etc.
- If it is not safe to stay in the building then make sure everyone gets out and goes to an open space away from buildings and power lines.
- Do not use the lift.

Thistle Hall Contact Details

Physical address: Thistle Hall, Corner of Cuba and Arthur Streets
 Thistle Hall Office, 293 Cuba Street (next to gallery)

Postal address: PO BOX 9714, Marion Square, Wellington

Office Phone: + 64 4 384 3088

Email: office@thistlehall.org.nz

Office hours: Monday and Wednesday 9.30am – 4pm; Friday 12-6pm

If you have **problems you are unable to solve or urgent queries** outside of these times please call the Manager, **Treason Seditio 027-872-2217**.