

### **Hire Terms and Conditions for Thistle Hall Gallery**

- 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 hire is \$160 & should be paid atleast one month prior to your exhibition.
- 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.
- 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.

### **Bond**

- A bond of \$150 must be received by Thistle Hall before your exhibition booking can be confirmed. This consists of a \$100 security bond and a \$50 key bond. The bond must be paid as a bank transfer. Your bond is returned after the hire, once the key has been returned and the conditions of hire have been fully observed.

### **Cleaning**

- All rooms you have used including toilets and kitchenette must be left clean and tidy.
- 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 – they are available from nearby dairies. Rubbish is collected every night.
- There is no recycling in the inner city. Please take home and recycle bottles, cans and paper-based waste.

**Cleaning equipment:** mop and bucket etc. is kept in the gallery cupboard.

**Please note:** The wheelie bins situated behind Thistle Hall are not the property of Thistle Hall and must not be used for the collection of any rubbish from your event. They are the private property of our neighbours.

### **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, sandpaper, small roller brush and paint available in the gallery cupboard.

### **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 both gallery doors 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 you leave the sign out overnight and it is stolen, you will be liable for replacement charges of up to \$500.

### **Lighting your exhibition**

- The gallery has track lighting. These lights are not to be moved or adjusted by the exhibitor/s. Any breakages or damages will be charged to the hirer.
- Please turn off the gallery lights when you leave for the day. However, you can keep the front window spots on to profile your show overnight.

### **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/closing 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 and the kitchen 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.

- Do not use smoke machines or candles 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 located with the first aid kit in the gallery cupboard.

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 venue, the Warden must advise the Fire Officer.

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- **First Aid**

- First Aid facilities are available in the gallery cupboard. 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.

**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 / Postal Address: 293 Cuba Street, Te Aro, Wellington, 6011

Office Phone: 027 872 2217 or (04) 3843088

Email: [office@thistlehall.org.nz](mailto:office@thistlehall.org.nz)

Office hours: Monday & Wednesday 10am to 4pm, Friday 12pm to 6pm