

General Conditions for use of the Riverbank Centre's Facilities.

Adapted for each hire (sections deleted/filled in as necessary).

Kitchen:

- All kitchen equipment remains the property of the WTC. An inventory check shall be carried out before and after the hire. Any items deemed missing, damaged or broken after the hire, will be paid for at a price set by the WTC.
- All items used must be cleaned (and sterilised if necessary) before being put away. The steriliser is not for washing dishes. Dishes are to be washed, rinsed and then sterilised. Glass ware and cutlery needs to be dried off before storing.
- Please leave used tea towels and cloths in the small basket provided by the kitchen door.
- A large fridge (padlock available) and chest freezer can be used if requested. Both need to be emptied and wiped out when use is finished.
- The kitchen floor is to be swept before leaving. All rubbish needs to be placed in the wheelie bins outside the rear exit door. Stoves must be completely cleaned if used. All bench tops should also be cleaned.

Hatea Room & Bar:

- The floor must be swept after use, and mopped if necessary.
- All tables should be wiped down, and stacked neatly with the chairs as directed by the WTC liaison person for the hire
- The bar area should be wiped down, including the fridge, if used.
- All window curtains should be drawn before leaving.

Main Theatre:

- No food or drink is to be consumed in the auditorium, both during any rehearsal and while an event is running.
- The stage area should be swept clean after use.
- The auditorium should have any rubbish removed and be left in a tidy condition.

General Conditions:

- The areas used for the hire must be cleaned to an acceptable state no later than midday on the day following the hire.
- Any damage to WTC equipment and facilities must be reported to the WTC liaison person immediately following the hire.
- One person from the WTC Executive will be present at all times during the hire.
- Numbers attending your function should not exceed _____ people at any time.
- The premises will be available for you to set up from _____ on _____.
- No liquor is to be sold on the premises, and any liquor consumed must be brought along by yourself and those attending your hire.
- Any technical needs should be requested in detail no later than three weeks prior to the hire. Extra charges apply.
- A bond may be required for your booking.