

VENUE HIRE SUMMARY AGREEMENT

Welcome to the Exchange Christchurch (XCHC) where collaborating to present events that showcase and celebrate creativity is how we engage the wider community with our purpose – ‘cultivating a creative ecology’. It is important to us that your event meets your expectations and the expectations of the XCHC community. Our intentions in this respect are included in our Terms & Conditions of Venue Hire (www.xchc.co.nz/Venue), which we encourage you to read carefully before signing this agreement.

Summary Information

Hirer Name Organisation Contact Details		
	Mobile:	Email:
Brief Description of the Event <i>Please attach event brief as appropriate</i>		
	Manager:	# Participants:
	H&S Rep:	Mobile:
Venue Space	<i>Please refer to the Venue Space Map overleaf for the markup of the venue space to be made available to the Hirer under this Agreement.</i>	
Venue Hire Period Timeframes	From:	To:
	Start:	Pack In:
	Finish:	Pack Out:
Venue Hire Fee <i>Payable 10 days in advance</i>	Venue Hire: \$	Cleaning: \$
	Total Hire Fees: \$	Payable by:
Liquor Licensing	Duty Manager:	Certified Security:
Safety & Security	Venue Key Required: YES/NO	Any Event Hazards ¹ : YES/NO
XCHC Equipment <i>Specify as required</i>		
Communications Event Collateral	XCHC Newsletter: YES/NO	XCHC Facebook: YES/NO
	<i>Image available from:</i>	<i>Description + links available from:</i>
XCHC Catering ²	Food Required: YES/NO	Bar Service Required: YES/NO
	Food Cost: \$	Service Cost: \$

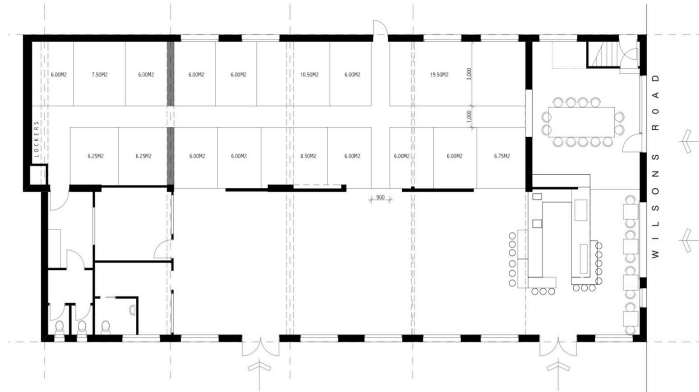
¹ If there are any event hazards that require special management, these must be assessed and a management plan agreed between XCHC and the Hirer

² If the hirer intends to provide their own catering and/or bar service please refer to the relevant clause of the Event Hire Terms and Conditions as posted on the [xchc.co.nz](http://www.xchc.co.nz) website.

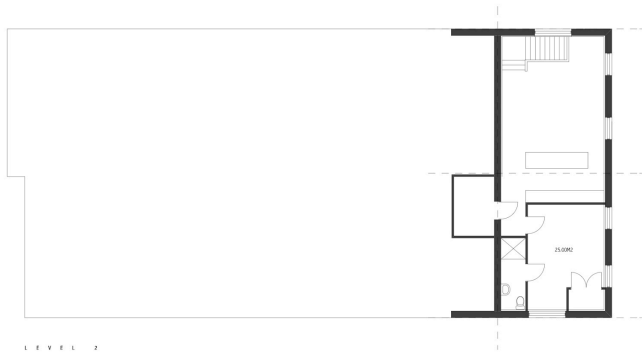
Venue Space Map

The Venue Space subject to this Hire Agreement is shown on the diagram below and may be marked out in the venue by the Exchange Management team.

LEVEL ONE



LEVEL TWO



Agreement

The Hirer agrees to hire the facilities and services of the Exchange Christchurch, and the Exchange Christchurch agrees to provide the facilities and services including the Venue Space, Equipment, Communications, Catering and Cleaning Services to the Hirer for the Hire Period and for the Total Hire Fee and any other associated costs as defined in the XCHC Venue Hire Terms and Conditions as posted on the xchc.co.nz website. **By signing this agreement the Hirer confirms that they have read, understood and agree to comply with, the XCHC Venue Hire Terms and Conditions.**

--	--	--

Name of Hirer

Signature

Date

--	--	--

For Exchange Christchurch

Signature

Date