



INTRODUCTION & OVERVIEW

If you love great coffee, art galleries, local artisans, handmade homewares, retro clothing or a good story then there is lots for you at The Historic Village.

Enjoy lunch in the cafe or one of the many garden nooks within the grounds. Strike up a conversation with one of the many retailers, artists or community volunteers working at The Historic Village to discover the stories behind this unique place and it's people.

The Historic Village grounds are open 7 days a week. Entry is FREE.

VENUE HIRE

Here at the Historic Village we understand that every event is different, and budget is a key consideration when planning and executing your event. Our offering is designed to give you the flexibility to develop an event that fits your requirements and your budget.

VENUE HIRE AT THE VILLAGE – WHAT YOU NEED TO KNOW:

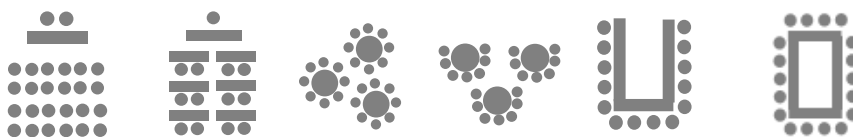
- All prices quoted are GST inclusive
- Community organisations receive a 20% discount on all venue and grounds bookings
- Community organisations are defined as being not-for-profit and hold charitable status
- Our venue hire rates include 1 hour of labour for the set up / breakdown of your venue set up
Should this timeframe be exceeded we will on-charge an additional labour charge of \$35.00 per person, per hour
- Our venue hire rates do not include the use of table cloths. We have black table cloths available at the following rates:

Table type:	Cloth type:	Use:	Cost:
Trestle table	Half length	Meeting/Workshop/Function	\$5.00 per cloth
Trestle table	Floor length	Catering tables, projection table, registration and display tables	\$7.00 per cloth
Round table	Floor length	Meeting/Workshop/Function	\$7.00 per cloth

VENUES:

There are several unique venues available for hire for meeting and functions; and the grounds can be hired for special festival events.

VENUE	Theatre	Classroom	Banquet	Cabaret	U-shape	Boardroom	Cocktail
Village Hall	150	60	100	80	39	42	150
Village Cinema	60	n/a	n/a	n/a	n/a	n/a	n/a
Balcony Room	100	50	80	60	30	36	120
Balcony Room Annex	n/a	n/a	n/a	n/a	n/a	18	n/a
Schoolhouse	50	n/a	n/a	n/a	20	20	n/a



VENUE HIRE PRICES:

Meetings and Workshops:

VENUE	Standard Rates:			Community Rate (20% discount):		
	Per hour	Half day (4hr)	Full day	Per hour	Half day (4hr)	Full day
Village Hall	\$100.00	\$228.00	\$456.00	\$80.00	\$182.40	\$364.80
Village Cinema	\$63.00	\$144.00	\$288.00	\$50.40	\$115.20	\$230.40
Balcony Room	\$112.00	\$256.00	\$513.00	\$89.60	\$204.80	\$410.40
Balcony Room Annex	\$26.00	\$59.00	\$117.00	\$20.80	\$47.20	\$93.60
Schoolhouse	\$31.00	\$71.00	\$142.00	\$24.80	\$56.80	\$113.60
Chapel	\$39.00	\$89.00	\$177.00	\$31.20	\$71.20	\$141.60
Chapel Amphitheatre	\$39.00	\$89.00	\$177.00	\$31.20	\$71.20	\$141.60

Functions:

VENUE	Standard Rates:			Community Rate (20% discount):		
	Per hour	Half day (4hr)	Full day	Per hour	Half day (4hr)	Full day
Village Hall	\$140.00	\$319.00	\$638.00	\$112.00	\$255.20	\$510.40
Village Cinema	\$88.00	\$201.00	\$403.00	\$70.40	\$160.80	\$322.40
Balcony Room	\$157.00	\$359.00	\$718.00	\$125.60	\$287.20	\$574.40
Balcony Room Annex	\$36.00	\$82.00	\$164.00	\$28.80	\$65.60	\$131.20
Schoolhouse	\$44.00	\$100.00	\$199.00	\$35.20	\$80.00	\$159.20
Chapel	\$54.00	\$124.00	\$248.00	\$43.20	\$99.20	\$198.40
Chapel Amphitheatre	\$54.00	\$124.00	\$248.00	\$43.20	\$99.20	\$198.40

Festival & Outdoor Events:

	Standard Rates			Community Rate (20% discount)		
	Per hour	Half day (4 hrs)	Full day	Per hour	Half day (4hr)	Full day
Village Square	\$55.00	\$125.00	\$250.00	\$44.00	\$100.00	\$200.00
Forresters Lawn	\$55.00	\$125.00	\$250.00	\$44.00	\$100.00	\$200.00
Front Lawn	\$55.00	\$125.00	\$250.00	\$44.00	\$100.00	\$200.00
Hard Surfaces: Main, Market & Brook Streets	\$55.00	\$125.00	\$250.00	\$44.00	\$100.00	\$200.00
Village Grounds A: Forresters Lawn, Front Lawn, Village Square, Hard Surfaces	\$164.00	\$375.00	\$750.00	\$131.20	\$300.00	\$600.00
Village Grounds B: A + Amphitheatre	\$219.00	\$500.00	\$1,000.00	\$175.20	\$400.00	\$800.00
Village Green	\$219.00	\$500.00	\$1,000.00	\$175.20	\$400.00	\$800.00
Full Village (A + B + Village Green)	\$328.00	\$750.00	\$1,500.00	\$262.40	\$600.00	\$1,200.00

EQUIPMENT HIRE

THE HISTORIC VILLAGE EQUIPMENT:

Village Hall sound system: includes wired handheld microphone on stand and auxiliary cable for music	\$50.00 per day
Balcony Room sound system: includes wireless handheld microphone and auxiliary cable for music	\$50.00 per day
Village Cinema sound system: includes data projector, surround sound system linked to projection equipment and large movie screen	\$100.00 per day

EXTERNAL EQUIPMENT HIRE C/- BAY AUDIO VISUAL:

Epson 5kW data projector	\$245.00 per day
Pull-up projector screen – 2m wide, 16:9	\$172.00 per day
55" HD LCD Screen (incl. stand, 10m A/C, 4 way A/C, 5m HDMI, 5m VGA)	\$442.00 per day
40" HD LED Screen (incl. stand, 10m A/C, 4 way A/C, 5m HDMI, 5m VGA)	\$266.00 per day
Shure SM58 handheld microphone (incl. 10m mic lead)	\$35.00 per day
Sennheiser wireless handheld microphone	\$69.00 per day
Sennheiser wireless lapel microphone	\$69.00 per day
Microphone stand	\$8.00 per day
PC-audio kit – Switchcraft (incl. PC-audio cable, DI box, 10m mic. lead)	\$40.00 per day
PA system (incl. 2 x speakers, 1 x mixer, stands, AC/XLR cabling, 10m A/C, 4 way A/C)	\$253.00 per day
Flipchart – A1 (incl. white board on trestle, 1 x A1 pad, pens and eraser)	\$46.00 per day
Delivery/Pickup (each way – between hours of 8am and 4.30pm)	\$84.00 each way

CATERING INFORMATION

WHAT YOU NEED TO KNOW:

- Tauranga City Council (via The Historic Village Management) hold exclusive catering rights on all bookings at The Historic Village. This means that we do not allow clients to bring in their own food and beverage to be supplied at their events. Further information on the provision of alcohol at events can be found below.
- All catering bookings must be made through the Venue and Event Coordinator in The Historic Village office. Exceptions may be made at our discretion.
- All prices are GST inclusive.
- Minimum numbers apply.
- Orders must be placed at least three working days prior to the event date with final catering numbers to be received 48 business hours prior.
- V = Vegetarian, GF = Gluten Free, DF = Dairy Free

Note: If our menu doesn't meet your needs, please talk to your coordinator and we will assess your requirements on a case by case basis

SERVICE CHARGES:

All catering is subject to the following service charges:

Category:	Cost:	Detail:
Day catering	\$1.00 per person, per service*	8.00am – 5.00pm, Monday – Friday
Catering outside of business hours	\$5.00 per person, per service	Anything outside of the hours 8.00am – 5.00pm, Monday – Friday (this includes weekends and public holidays)
Functions with a liquor component	\$10.00 per person	Includes \$5.00 per person corkage and service of beverage
Public events	\$100.00 per staff member, per day	Number of staff required is dependent on the classification of the event

** Receive a discounted rate of \$3.00 per person, per day when you book a full day of catering – arrival beverage, morning tea, lunch and afternoon tea.*

BEVERAGE FOR ALL FUNCTIONS AND EVENTS:

All beverage and glassware is to be provided by the client. The Historic Village does not hold a liquor licence. If you are holding a private function in one of the Historic Villages function spaces (eg. a wedding or birthday party) you will not need to obtain a liquor licence to serve alcohol however no alcohol can be sold (no money is to change hands, this includes ticket sales). You will require written permission from the Historic Village Management to serve alcohol. Host responsibility law applies with regards to responsible alcohol consumption. Should onsite staff notice intoxication the event will be shut down immediately.

Should you wish to sell alcohol at your event, you will require written permission from the Historic Village Management as part of an application for a "Special Licence" through Tauranga City Council liquor licencing team.

CATERING MENUS

MORNING & AFTERNOON TEA – SAVOURY SELECTION:

Freshly brewed coffee and a selection of teas	\$3.50pp, per service
Add chilled juice	\$4.50pp, per service
Small savoury muffins (chef's choice) – made to order DF, vegan if required	\$4.00ea
Large savoury muffins (chef's choice) – made to order DF, vegan if required	\$5.20ea
Gluten free small savoury muffins (chef's choice) – made to order DF, vegan if required	\$4.30ea
Gluten free large savoury muffins (chef's choice) – made to order DF, vegan if required	\$5.40ea
Mini quiches:	\$3.90ea
<ul style="list-style-type: none">• Spinach & feta• Caramelized onion & feta• Bacon, cheese & tomato• Salmon, cream cheese, dill & capers	
Gluten free mini quiches	\$4.30ea
Mini savouries:	\$3.90ea
<ul style="list-style-type: none">• Mince & cheese• Mince• Cottage pie• Smoked Kahawai• Mushroom & bacon	
Gluten free mini savouries	\$4.30ea
Gourmet mini sausage rolls with tomato relish	\$3.50ea
Caramelised onion & feta pastry	\$4.50ea
Traditional club sandwiches:	\$3.00ea
<ul style="list-style-type: none">• Ham & egg salad• Chicken, pesto & salad• Beef, relish & salad• Bacon, avocado, tomato & salad• Tomato, egg & salad• Cheese, onion & salad	
Wrap bites:	\$3.00ea
<ul style="list-style-type: none">• Ham & egg salad• Chicken, pesto & salad• Beef, relish & salad• Bacon, avocado, tomato & salad• Tomato, egg & salad• Cheese, onion & salad	

MORNING & AFTERNOON TEA – SWEET SELECTION:

Freshly baked cookies	\$4.00ea
Assorted bite sized sweet slices (chef's choice)	\$3.50ea
Mini custard & fruit danish	\$4.50ea
Mini whole Devonshire scones	\$4.00ea
Brownie slice with cream & berries	\$4.50ea
Chocolate dipped coconut macaroons (GF)	\$4.00ea
Bite sized vanilla bean custard slice	\$4.00ea
Small sweet muffins (chef's choice) – made to order GF, DF, vegan if required	\$4.00ea
Large sweet muffins (chef's choice) – made to order GF, DF, vegan if required	\$5.20ea
Gluten free small sweet muffins (chef's choice) – made to order DF, vegan if required	\$4.30ea
Gluten free large sweet muffins (chef's choice) – made to order DF, vegan if required	\$5.40ea
Mini donuts filled with:	\$4.00ea
<ul style="list-style-type: none">• Raspberry & cream• Salted caramel• Lemon curd	

WORKING LUNCH SELECTION:

Freshly brewed coffee and a selection of teas	\$3.50pp, per service
Add chilled juice	\$4.50pp, per service

Corporate lunch boxes:

Option one: One filled bread or wrap, a piece of whole fresh fruit & a Charlie's 300ml juice	\$17.00ea
Option two: One filled bread or wrap, a fresh baked slice or muffin (chef's choice), a piece of whole fresh fruit & a Charlie's 300ml juice	\$19.00ea
Option three: Six pieces of sushi (chicken, salmon, tuna, crab, avocado or mixed), fresh fruit salad with yoghurt, & a Charlie's 300ml juice	\$19.00ea
Option four: Fresh made salad, a fresh baked slice or muffin (chef's choice) & a Charlie's 300ml juice	\$19.00ea

Freshly baked filled breads:

GF, DF, V can be made on request

Freshly baked baps white or wholemeal	\$7.00ea
Gluten free baps	\$8.40ea
Wholegrain or wholemeal bread	\$7.00ea
Wraps	\$7.00ea
Gluten free wraps	\$9.60ea

Selection of fillings:

- Bacon, cheese & tomato
- Bacon, lettuce, tomato & avocado
- Chicken, pesto & salad
- Mustard, beef & salad
- Cream cheese, ham, relish, cheese & tomato
- Bacon, egg, tomato & hollandaise
- Fresh salad greens, tomato, carrot, hummus & aioli. Egg is optional.

Large sliders:	\$5.00ea
<ul style="list-style-type: none">• Falafal pattie with tzatziki yoghurt dressing• Caramelized onion, lamb & mint• Chicken & pesto• Chicken, cranberry & brie• Roast beef & relish• Ham salad• Chicken salad• Beef pattie, caramelized onion & cheese	

WORKING LUNCH – HOT ITEM SELECTION:

Honey soy chicken drums	\$4.00ea
Chicken or beef satay skewers with creamy satay dipping sauce (GF)	\$4.00ea
Beef koftas with tzatziki dipping sauce (GF)	\$4.00ea
Mini quiches:	\$3.90ea
<ul style="list-style-type: none">• Spinach & feta• Caramelized onion & feta• Bacon, cheese & tomato• Salmon, cream cheese, dill & capers	
Gluten free mini quiches	\$4.30ea
Mini savouries:	\$3.90ea
<ul style="list-style-type: none">• Mince & cheese• Mince• Cottage pie• Smoked Kahawai• Mushroom & bacon	
Gluten free mini savouries	\$4.30ea
Gourmet mini sausage rolls with tomato relish	\$3.50ea
Caramelised onion & feta pastry	\$5.00ea

WORKING LUNCH – SWEET SELECTION:

Freshly baked cookies	\$4.00ea
Assorted bite sized sweet slices (chef's choice)	\$4.00ea
Mini custard & fruit danishes	\$4.50ea
Mini whole Devonshire scones	\$4.00ea
Brownie slice with cream & berries	\$4.50ea
Chocolate dipped coconut macaroons (GF)	\$4.00ea
Bite sized vanilla bean custard slice	\$3.50ea
Small sweet muffins (chef's choice) – made to order DF, vegan if required	\$4.00ea
Gluten free small sweet muffins (chef's choice) – made to order DF, vegan if required	\$4.30ea

Large sweet muffins (chef's choice) – made to order DF, vegan if required	\$5.20ea
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Gluten free large sweet muffins (chef's choice) – made to order DF, vegan if required	\$5.40ea
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Mini donuts filled with:	\$4.00ea
<ul style="list-style-type: none"> • Raspberry & cream • Salted caramel • Lemon curd 	

PLATTERS:

All platters are suitable for 10 – 15 people

Mexican Treasure – GF and DF on request: Crispy garlic pita chips with a mouth-watering fresh rustic guacamole dip	\$100.00
Italian Stallion: Lightly toasted fresh baked ciabatta, rubbed with fresh garlic and served with the most amazing fresh tomato bruschetta mix...mmmm	\$100.00
Deli platter – GF on request: A lovely selection of salami, cheeses, creamy pesto spread with fresh grapes & freshly baked ciabatta	\$100.00
Antipasto platter: Crostini, stuffed pepper dew peppers, a selection of olives, cocktail onions, cocktail gherkins, cheese, salami & roasted capsicum	\$110.00
The Meat Lover – GF and DF on request: A scrumptious hot platter of freshly made chicken & beef skewers, sticky honey soy chicken nibbles, beef koftas, falafels with a satay & tzatziki dip	\$150.00
Seasonal Nibbles Platter – GF and DF on request: Meat selection, raw vegetable sticks and dips (hummus, pesto, relish) with a selection of cheese, crackers, stuffed pepper dew peppers & sliced seasonal fruits with a yoghurt dip	\$110.00
Vegetarian Seasonal Nibbles Platter – GF and DF on request: Raw vegetable sticks and dips (hummus, pesto, relish) with a selection of cheese, crackers, stuffed pepper dew peppers & sliced seasonal fruits with a yoghurt dip	\$105.00
I Love Sushi – 30 pieces (GF DF): A lovely selection of freshly made sushi with your choice of vegetarian, chicken, salmon or mixed	\$65.00
Lord of the Sea – GF and DF on request: Salt & Pepper squid, fresh cooked garlic butter prawns & prawn twisters, mini fresh smoked Kahawai fish cakes, fresh cooked mussels in half shells, freshly baked ciabatta & a sensational creamy smoked Kahawai spread. Served with tartare and marinara sauces	\$170.00
Heavenly Fruit (GF): A beautiful platter of fresh sliced seasonal local fruits with a yoghurt dip	\$100.00
Sweet Sensations – GF and DF on request: A selection of chef's best! Homemade bite sized sweet slices, cakes, cookies and delish treats that will have you going back for more	\$105.00
Fresh seasonal fruit baskets (GF)	\$1.50pp

PLATED LIGHT MEALS:

Minimum 10 people, maximum 50 people

Traditional Lasagne – GF on request: Beef or Pumpkin, Spinach & Three Cheese Lasagne with a leafy green side salad & fresh baked rolls with butter	\$22.00ea
Mac & Cheese: A leafy green side salad & freshly toasted herb bread	\$22.00ea
Soup of the Day (GF): With fresh baked rolls & garlic herb butter	\$22.00ea
Aaron’s Fabulous Seafood Chowder: With fresh baked rolls & garlic herb butter	\$22.00ea
Freshly Baked Quiche (GF): With a leafy green side salad, relish & fresh baked rolls with butter	\$22.00ea
Roasted Vege Frittata (GF): With a leafy green side salad, relish & fresh baked rolls with butter	\$22.00ea
Homemade Bacon & Egg Pie: With freshly made slaw & fresh baked rolls with butter	\$22.00ea
Thai Coconut Chicken Curry: With rice & fresh baked rolls with butter	\$22.00ea
Beef Stroganoff : With rice & fresh baked rolls with butter	\$22.00ea

CANAPES – SAVOURY SELECTION:

Mini hash stacks (GF DF)	\$4.50ea
Mozzarella, basil & tomato skewers with a balsamic drizzle	\$3.50ea
Smoked salmon, dill, cream cheese & caper crostini	\$3.50ea
Mini smoked Kahawai fish cakes with marinara sauce	\$3.50ea
Filled pastries:	\$4.00ea
• Spinach & ricotta	
• Caramelized onion & feta	
Mini croissants:	\$4.50ea
• Ham, cheese & tomato	
• Bacon, egg & hollandaise	
• Smoked chicken, brie & cranberry	
• Salmon & cream cheese	
Blinis:	\$4.00ea
Salmon, cream cheese & capers	
Beef & horseradish	
Smoked chicken	
Tomato, feta & pesto	
Sundried tomato with basil & mozzarella	
Caramelised onion & feta	
Mini cream horns:	\$3.50ea
• Smoked salmon mousse	
• Smoked Kahawai cream	
Shooters:	\$5.00ea
• Minted lamb	
• Mussel with tomato, feta & garlic sauce	
• Prawn cocktail	
• Salt & pepper squid with tartare sauce	
• Chicken satay	
• Beef satay	
Sliders:	\$4.50ea
• Caramelised onion & beef	
• Chicken, cranberry & brie	
• Bacon, lettuce & tomato	
• Bacon, lettuce, tomato & avocado	
• Beef pattie, cheese & relish	

CANAPES – SWEET SELECTION:

Mini croissants:	\$5.00ea
<ul style="list-style-type: none">• Bacon, maple & banana• Custard, cream & berries	
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Blinis:	\$3.50ea
<ul style="list-style-type: none">• Bacon, maple & banana• Berries & cream	
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Donut Boat:	\$5.00ea
<ul style="list-style-type: none">• Mini donut twist topped with chocolate sauce• Mini donut twist topped with cream & raspberry• Mini donut twist topped with cream & salted caramel	
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Sweet bites:	\$3.50ea
<ul style="list-style-type: none">• Assorted slices• Custard bites• Mini chocolate dipped Macaroons (GF)	
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Mini custard & fruit danishes	\$4.50ea
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Mini chocolate eclairs	\$4.50ea
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Shooters:	\$5.00ea
<ul style="list-style-type: none">• Mini donut with chocolate sauce• Mini donut with raspberry & cream• Mini donut with salted caramel	

BUFFET MENU SELECTION

Create your own menu by selecting from the items below:

Freshly baked breads with butter and herb & garlic butter \$2.50pp

Meats:

Chicken Roulade with pan gravy (filling options: mushroom, spinach & bacon, feta, spinach & sundried tomato, apricot & cream cheese, pesto & parmesan) \$6.50pp

Roasted leg of lamb with pan gravy and mint sauce (rosemary & garlic) \$8.50pp

Roasted fillet of beef with pan gravy with Moroccan rub, garlic & rosemary rub \$8.50pp

Glazed ham with chutneys and relishes – served hot or cold \$6.00pp

Vegetables:

New potatoes with butter and mint \$6.00pp

Medley of Roasted Vegetables – potatoes, kumara, onions, pumpkin \$6.00pp

Medley of Mediterranean roasted vegetables – potatoes, eggplant, bell peppers, red onions \$6.00pp

Medley of seasonal steamed vegetables \$6.00pp

Salads:

Greek garden salad \$6.50pp

Leafy green salad \$6.50pp

Greek couscous salad \$6.50pp

Pesto chicken pasta salad \$6.50pp

Roasted vege & risoni salad with feta & tomato \$6.50pp

Tomato, basil, red onion and mozzarella with balsamic drizzle \$6.50pp

Potato salad \$6.50pp

Coleslaw \$6.50pp

Desserts:

Traditional Fruit Crumble Pies with cream and ice cream (apple, blueberry, apricot)	\$10.00pp
Lemon Meringue Pie	\$5.50pp
Rolled pavlova with cream & your choice of berries or passionfruit filling	\$7.50pp
Brownie slice with cream & berries	\$4.50pp
Custard fruit tarts	\$5.50pp
Mini chocolate eclairs	\$4.00pp
Bite sized vanilla bean custard slice	\$4.00pp
Apple crumble & custard	\$8.50pp
Mini old fashioned donuts	\$4.00pp
Fresh seasonal fruit salad	\$9.00pp

Note: If our menu doesn't meet your needs, please talk to your coordinator and we will assess your requirements on a case by case basis

WEDDINGS

CEREMONY VENUES:

The Historic Village offers a beautiful and unique setting for your wedding ceremony including the gorgeous chapel; the original Mt Maunganui Schoolhouse built in 1913; and a number of lovely courtyards or lawn areas for outdoor ceremonies.

VENUE	Hire Cost (4 hour period)	Capacity	Details
Village Chapel	\$124.00	50 pax	Seating is on Church pews
Village Amphitheatre	\$124.00	120. Utilizing the tiered seating and fold out chairs	Fold out chairs are not supplied by the venue
Village Schoolhouse	\$100.00	50 pax	Seating is on round back conference chairs
Village Grounds – Courtyard or lawn area	\$125.00		Outdoor areas do not include seating

**All prices are GST inclusive and are valid during the period 01/07/18 – 31/06/19*

*** The Chapel is automatically booked as a wet weather back up for the Amphitheatre*

RECEPTION VENUES:

The Historic Village offers two great reception venue options both with an abundance of old world charm. The Balcony Room is situated upstairs of our Complex Two replica building and The Village Hall is located at the front of the main entrance to the Village.

VENUE	Hire Cost	Capacity	Details
Balcony Room	\$718.00	80 pax seated at trestle tables	Includes set up of tables and chairs; venue clean up
Village Hall	\$638.00	100 pax seated at round tables	Includes set up of tables and chairs; venue clean up

TERMS AND CONDITIONS OF HIRE

The Historic Village entrusts the care and safety of the venues to the person(s) hiring and using them. It is your responsibility to ensure that all members of your group are made aware of the conditions of hire.

Bonds & Deposit – *relevant to Private Functions & Events*

A 25% non-refundable deposit is required to confirm the booking. A bond will be applied at the discretion of Historic Village management. The bond and balance of the booking is due seven days prior to the start date. The bond will be refunded within ten working days to a nominated bank account, provided there is no damage to property or equipment, security conditions are met, venue access timings are kept to, and the venue and grounds are left in a tidy state.

Cancellation - *The following cancellation fee (less the deposit already paid) may be applied if you cancel your booking:*

...with 7 days or more of the venue hire date	Nil.
...within 1-6 days of the venue hire date	Up to 50% of the venue hire booking cost.
...within 24 hours of the venue hire start time	Up to 100% of the venue hire booking cost.
...no notice given , but booking wasn't utilised	Up to 100% of the venue hire booking cost.

Catering

The Historic Village can manage catering for venue hire bookings. Please advise Village management if you require the menu to be sent to you. Final catering numbers are to be received 48 business hours prior to the commencement of your event.

Cleaning

If additional cleaning is required to be undertaken, this will be on-charged to you at a rate of \$40.25 per hour.

Emergencies / Fire Safety

As the contact person for this booking, ensure you become familiar with and understand the emergency evacuation process below. You are responsible for communicating this process to all attendees of your booking. You will need to designate someone at the start of your booking to perform Evacuation Warden duties outlined below, if the situation arises:

Evacuation Process and venue induction

1) If time permits, close doors/windows in your immediate area
2) If in the Balcony Room, assist disabled persons to move to a location beside the nearest stairwell evacuation point (without blocking the exit). Someone to stay with persons until fire service are able to assist with exit. Your designated evacuation warden must advise Fire Service or Chief Fire Warden
3) Evacuate the building immediately via nearest safe exit
4) Go to Assembly Point Zone 1 (main entrance, grassy area) – remain there until otherwise instructed. Do not return to building until the ALL CLEAR is announced by the Fire Service or Chief Building Warden
5) Contact the Historic Village Team Leader on 027 403 9261 to advise of emergency evacuation

Functions

- No equipment is supplied by the venue except tables and chairs
- Functions are hired per day – access to venues is 9.00am – 12.00am (midnight)
- The venue needs to be cleared of decorations etc by the client at the end of the booking
- There are no community discounts available for functions
- All functions must end by midnight (music is turned off and guests vacate the venue)
- Rubbish/recycling must be removed and venue cleaned by 1.00am
- A Special Licence needs to be obtained for functions selling alcohol or ticketed events where alcohol is consumed

Health & Safety

- The Historic Village has a responsibility to ensure a safe environment in and around its buildings. If you identify any hazards and/or potential hazards, please contact the Historic Village office. The hirer is responsible for ensuring adequate controls are in place to deal with any hazards introduced to the area by any person during the hire period and to ensure the safety of all persons in the vicinity.
- Client's organizing an event within The Historic Village grounds may be required to complete a Healthy and Safety Plan that complies with the Health and Safety at Work Act 2015. This plan must then be approved by the Historic Village Health and Safety representative before the event can proceed. The Historic Village will provide guidelines and templates if required.
- All equipment coming on site or used at any Historic Village event must be tag tested in accordance with Health & Safety Act 1992, Electricity Act 1992, and Electrical Regulation 1997, and must comply with AS/NZS 3760 standard/code.

Hirer's Responsibilities & Penalty Fees

The hirer will be responsible for the security of the building in which they have booked. At the end of your event, you must ensure all electrical appliances (including lights, heaters, urns etc) are turned off, and all windows and doors are securely locked. All hirers making bookings outside of business hours will have access to lockbox codes for venue key access. The responsibility for this must remain with the nominated point of contact and be kept secure at all times. Failure to do so may result in a penalty fee of \$51.75 being charged for security callout.

Where deemed necessary, the hirer will be required to provide security services for crowd control purposes.

Any charges incurred due to activation of fire alarms will be paid by the hirer, if the activation is found to be a false activation.

Internet

There is wifi and hard wired internet options available to presenters in all venues. The cost is \$1.00 per person per day (i.e 30 attendees @ \$1.00 per person = \$30.00 per day). A login and password will be given to presenters prior to the event. Please DO NOT give passwords out to your guests. Wifi access can also be made available to guests of the event at no additional charge. This needs to be arranged 48hrs prior to the commencement of the event to allow set up time.

Liquor Licensing

If you intend to sell or supply liquor you must comply with liquor licensing law. It is your responsibility to confirm what your obligations are. For information contact Tauranga City Council on (07) 577 7000 and ask to speak with Liquor Licensing.

Loss or Damage

You will be held responsible for any loss or damage to the property, furniture, appliances, fixtures or fittings situated at the venue during the period of hire. If using art/craft supplies, you must provide a suitable protective cover for furniture, floors and walls. The Historic Village accepts no responsibility for any loss or damage to any property belonging to either the Hirer or any other person. The security of personal items is your responsibility.

Parking

There is strictly no parking within The Historic Village grounds. Should we find an unauthorized vehicle on site, it will be towed.

Prohibited - *To prevent any damage to the venue and/or to comply with relevant legislation we prohibit the following, without prior consent from The Historic Village management:*

Chewing gum, cellotape or sticky hooks used on any room surfaces, smoking in any room/building, open fires, smoke machines, naked flames (including candles and kerosene lamps), barbecues or spits.

Technical Support

The Historic Village does not supply a technical support person for your event. Please make sure you are familiar with any technical equipment provided prior to your event, or refer to the instructions provided.

Venue Allocation

The Historic Village reserves the right to assign an alternative venue for your event should the need arise. Where possible The Historic Village will consult with you before making any changes.

Venue Hire Booking Time

Please ensure your booking includes sufficient time for any set-up and pack-down requirements, to avoid clashing with other groups hiring the space on the same day. Should your booking run over the timeframe booked, you will be charged accordingly.

Venue set up by The Historic Village

The Historic Village will set up the venue based on an agreed upon floorplan, to be confirmed at least 5 business days prior to the commencement of your event. The Historic Village venue hire rates include labour for up to 30 minutes for set up, and 30 minutes for pack down and reset after your event. Should the set up or pack down take longer than the 30 minutes allocated, you will be charged an additional labour fee of \$35.00 per hour.

These prices are inclusive of GST and are current at the time of printing, 4 March 2019