

2026 Venue Hire Agreement



This Agreement is made on this day of this month , 2026, by and between:

Venue Provider: Auckland Business Chamber, 90 Symonds Street, Auckland ("Provider")

Hirer: *Please complete*

Name/Organisation

Address

Key contact name First Last

Contact details Email Phone

1. Venue Details

Venue Name/Description *please tick:*

☐ Level 1 **Training Room** ☐ Level 3 **Event space** ☐ Level 3 **Boardroom**

Purpose of Hire: *Specify type of event or training*

Date(s) and time(s) of hire-age

Start Date / Start Time End Date / End Time
DAY MONTH DAY MONTH

Number of Attendees: *Specify maximum anticipated attendees*

Level 1 **Training Room**

Seating for 20 people

Members /Non Members	Cost	tick
Members Full Day	\$400	☐
Members Half Day	\$250	☐
Non-Members Full Day	\$650	☐
Non-Members Half Day	\$500	☐

Prices exclude GST

Level 3 **Event Space**

Seating for 60 people

Members /Non Members	Cost	tick
Members Full Day	\$600	☐
Members Half Day	\$450	☐
Non-Members Full Day	\$850	☐
Non-Members Half Day	\$700	☐

Prices exclude GST

Level 3 **Boardroom**

Seating for 12 people

Members /Non Members	Cost	tick
Members Full Day	\$400	☐
Members Half Day	\$250	☐
Non-Members Full Day	\$650	☐
Non-Members Half Day	\$500	☐

Prices exclude GST



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2. Fees and Payment Terms

Hire Fee: \$ plus GST

Payment Terms: An invoice will be sent to the Hirer payment is required 7 days before the date of hire. If cancelled within 48 hours the charge rate will be retained. Prior to this a full refund will be provided to hirer. Additional Charges will occur if any of the following applied and will be invoiced to the Hirer.

- Venue, equipment or fittings are damaged
- Extra cleaning is required

3. Cancellation Policy

- Cancellations made 48 hours prior to the hire date will receive a full refund of any amounts paid.
- Cancellations within 48 hours will forfeit the payment.
- The Provider reserves the right to cancel the booking in cases of emergency or unforeseen circumstances, with all fees refunded.

4. Hirer Responsibilities

The **Hirer** agrees to:

- Use the venue solely for the agreed purpose.
- Ensure compliance with local laws, including noise restrictions.
- Be responsible for any damage caused to the venue during the hire period.
- Return the venue in its original condition, including removal of all belongings, rubbish into bins provided and any cups etc put into dishwasher.

5. Provider Responsibilities

The **Provider** agrees to:

- Provide the venue in a clean and usable condition.
- Ensure the venue has all agreed-upon facilities, including AV equipment, chairs, tables, Wi-Fi.
- Offer reasonable assistance during the hire period.

6. Liability

The **Hirer**:

- Agrees the Provider will not be liable for loss or damage to personal belongings.



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7. Audio-Visual (AV) Requirements

Please select all that apply:

- ☐ 55" monitor on wheels
- ☐ Projector screen
- ☐ Lectern
- ☐ Microphone
- ☐ Speaker
- ☐ No AV required

8. Catering & Beverages

Will you be providing your own catering and/or drinks?:

- ☐ Yes
- ☐ No

9. Health and Safety

The **Hirer** agrees to:

- Follow all health and safety regulations applicable to the venue.
- Adhere to the venue's maximum capacity limit of 20 in Training Room 1, 60 in Event space and 12 in Boardroom.
- Familiarize themselves with the venue's emergency procedures, including fire exits.

10. Termination

The Provider may terminate this agreement immediately if the Hirer breaches any terms or engages in unlawful activities.

11. Entire Agreement

This Agreement constitutes the entire understanding between the parties and supersedes any prior agreements.



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Important Information & Conditions of Hire

Please read carefully:

- Venue hire covers use of the room only.
- Catering is not provided. You are welcome to bring your own food and drinks and use the kitchenette.
- Tables and chairs are included; however, setup and pack-down are the responsibility of the hirer.
- AV equipment is available for use, but setup and operation are not provided.
 - An instruction manual is available on the lectern and has been shared with you.
 - You must review this prior to your event.
 - A laptop with HDMI output and two USB ports is required to connect to the projector.
- For events running outside standard business hours, the Chamber reserves the right to determine whether security guards are required. Any associated costs will be charged to the hirer.

End-of-Event Pack-Down Checklist

Please ensure the space is reset before departure:

- ✓ Chairs stacked in the back right corner.
- ✓ Projector screen rolled up.
- ✓ Microphone and clicker returned to the brown and white box under the lectern.
- ✓ Speaker turned off.
- ✓ Kitchen bench and sink clean and tidy.
- ✓ Any dishes used placed in the dishwasher and cycle started.
- ✓ Kitchen door locked.
- ✓ Lights switched off.
- ✓ Glass doors locked.
- ✓ All rubbish and excess food removed from the venue.



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Agreement & Confirmation

I confirm that I have read and understood the Venue Hire Agreement and agree to comply with all conditions outlined above. I understand that my booking is not confirmed until this form has been completed and submitted.

Auckland Business Chamber

Full name First Last

Signature: _____

Date /
DAY MONTH

For the Hirer

Full name First Last

Signature: _____

Date /
DAY MONTH

