

Terms & Conditions of Theatre Hire

The Lyric Theatre is a community space operated and maintained by volunteers. It is therefore expected that you, as hirer, care for it, keep it clean, and leave it as you find it.

The Lyric Theatre, Granity, Inc. society owns and manages the premises at 92 Torea Street, Granity, known as The Lyric Theatre. The Society and the Hirer agree that the Hirer will utilise The Lyric Theatre venue subject to this Agreement.

1. HIRE CHARGES (For current pricing, see Fees & Charges – Appendix E)

1.1 DEPOSITS

A deposit of 50% of the venue hire charge is required for all bookings. This must be paid in advance before any booking can be confirmed. Any date, or dates booked will remain available for hire to others until the deposit has been paid.

1.2 PAYMENT

The deposit is payable at the time of booking confirmation, and with the lodgement of the completed contract. The balance of hire charges is required no later than one week after the date of the event. If deposit is not paid by the due date, the Society reserves the right to cancel your booking. Payment can be direct credited to the Society's NBS a/c 03-1354-0641061-00 and a receipt will be issued.

1.3 CHARGEABLE HOURS

Theatre day/night and hourly rates apply from 8am – 12 midnight. If the venue is unusable by other hirers due to the storage or setup of the venue space being outside agreed times/dates, the Hirer will be charged on an hourly basis from 8am – 12 midnight until the situation is rectified. The Society accepts no responsibility for anything left in the venue.

2. CANCELLATION CHARGES

2.1. ADVANCE NOTICE OF CANCELLATION

Where a booking is cancelled up to two weeks prior to the event, half of the deposit will be refunded within 10 working days.

2.2. LATE NOTICE OF CANCELLATION

Where a booking is cancelled within 7 days of the event, no refund of any part of the deposit shall be given.

3. TICKET SALES

The Lyric Theatre is able to facilitate online and door ticket sales for your event through our existing provider. There may be a fee for this service, please discuss with your theatre representative. For profit share agreements, access to your ticketing information will be required. Reporting of sales, transfers, fees and attendance will be provided at the conclusion of your event with payment of ticketing share either in cash or by bank transfer on the first business day following event.

4. SALE OF ALCOHOL (See our Host Responsibility Policy – Appendix B)

4.1. ON-LICENSE

The Lyric Theatre holds an “events only” on-licence (refer Appendix C) which allows the sale or supply of alcohol for consumption on the premises when managed by the Society. We can provide a complete beverage service for your event and other (non-listed) beverages can be included if requested. 100% of bar sales will be retained by the Society.

4.2. UNLICENSED EVENTS

Unlicensed events will be considered for private un-ticketed events which are not open to the general public. These typically require door security as part of the hire. Police and the local licencing authority will be notified of agreed unlicensed events occurring at the venue.

5. VENUE ACCESS (For a map of location, see Venue Access Details – Appendix A)

5.1 HAND-OVER

A Theatre representative will provide access to the venue at a pre-arranged time. Any keys issued must be returned or left in on-site combination lockbox at the end of the hire. The Hirer will be liable for any costs arising from lost or unreturned keys.

5.2 INCIDENT REPORTING

The Theatre representative must be informed immediately of any incidents that arise in conjunction with your event/hire, these must be recorded and logged as part of the daily Venue Log process.

5.3 RESPONSIBLE HOSTING

All members of the Hirer group and any individuals with it, must take all reasonable care in using the premises with the named Hirer responsible for the conduct of all who enter the premises for the duration of the booking. Access to some areas including the costume department, projector room, bar/kitchen and supply store may be limited and areas locked during your hire. Should the Hirer require access to these areas this must be discussed and terms agreed upon prior to hire.

5.4 VENUE LOG

The Theatre Venue Log must be completed using the on-site device at the end of each day to include all applicable information regarding persons on site in conjunction with your hire. Your Theatre representative will provide instructions on it's use (refer to Appendix A for location of device).

5.5 CAR PARK

The car park at south of venue is privately owned by others and permission must be sought prior to use. Please discuss with your Theatre representative should you wish to use this area.

6. TECHNICAL REQUIREMENTS (LIGHTING & SOUND ETC)

The venue is equipped with house lighting and modular stage lighting but no audio equipment. Special equipment such as extra lighting or sound equipment, stage effects or other presentation equipment must be supplied by the Hirer. At the end of the hire period, if Hirer has used any extra equipment – either their own, or external hire equipment – the Hirer must remove these items. The Society accepts no responsibility for items left behind in the venue by Hirer. Use of the theatre stage lighting equipment may incur additional costs and must be set up by one of our trained technicians prior to hire date.

7. CLEANING (Venue Access Details – Appendix A for cleaning supplies)

It is solely the Hirer's responsibility to maintain and return all areas used for hire including toilets, dressing rooms, kitchen, mezzanine lounge, foyer and main hall space to a clean and tidy condition. This includes returning all seating, tables and furniture to original positions. All food must be removed from the premises at the end of each day throughout the hire period. Cleaning equipment & products are available and are stored in cupboard under stairwell in main foyer. Charges will apply if additional cleaning is required after an event.

8. RUBBISH

Any rubbish and recycling must be removed from the premises by the Hirer at the conclusion of venue hire. Additional charges may apply for disposal of rubbish/recycling/food waste left on-site.

9. NOISE

Amplifiers and loudspeakers must be kept to a reasonable level and must not be used later than midnight on Friday and Saturday nights, and after 10pm on other nights. Hirer will be liable for any charges resulting from noise control call-outs during the venue hire.

11. DAMAGE OR LOSS OF THEATRE EQUIPMENT

11.1 DAMAGE

The Hirer is responsible for any loss, breakage or damage to facilities in the venue and its surrounds, including furniture, fittings, costumes, decor and all technical equipment during the period of hire including misuse of fire extinguishers or a call out by the Fire Brigade in the absence of a fire.

11.2 REPLACEMENT

The Hirer will be charged for any replacement or repair costs incurred by the Society in replacing or returning property to the same condition it was prior to the hire period.

11.3 LOSS

All property, including (but not limited to) musical instruments, electronic equipment, costumes, props brought into the venue by the Hirer, or belonging to the Hirer, is not the responsibility of the Society. Hirers must carry their own insurance for any loss or damage to any person or property associated with them, or for any costs incurred by them.

12. NO SMOKING

Smoking and vaping is prohibited inside the venue, and there are signs to this effect throughout the building. The Hirer is responsible for enforcing this provision; however, Theatre representatives reserve the right to remove from the premises anyone observed breaking this rule.

NOTE: If 'Smoke' SFX is required as part of the event or activities are likely to produce smoke then the venue must be notified in advance to ensure that the necessary steps are taken to meet fire safety standards.

13. CATERING

Please discuss food and beverage requirements with the Theatre representative at the time of booking as local providers may be able to fulfil your requirements. Hirers are not permitted use of the kitchen facilities without express prior consent. Please respect the high standards of the kitchen and complete Food Safety Plan if permission has been granted.

14. SUPERVISION OF CHILDREN IN THE THEATRE

All children are the responsibility of their parents or caregivers. The Society accept no responsibility where a child is left unattended. NOTE: Ground level areas are designated unsupervised with the exception of backstage, kitchen and staff only areas. Stairwell and mezzanine areas are supervised – children may not access these areas without a supervising parent or legal guardian (*See Appendix D – Licensed Area Designations for details of where children must be supervised during events*).

15. SECURITY

If it is a condition of hire that Security staff are present at an event, the Hirer must present the names and contact numbers for the personnel they wish to use. These names may be checked with the Police.

16. FIRE SAFETY

The Lyric Theatre has an existing Evacuation Scheme and will make the Hirer aware of the locations of all exit doors, first aid kits and fire extinguishers. It is the responsibility of the Hirer to listen to this information and acknowledge understanding or ask any questions. It is important that the Hirer keep the exit doors clear at all times; the central aisle and a clear aisle from the centre of the auditorium to the fire exits must be maintained in all seating layouts.

17. RIGHT OF REFUSAL

The Lyric Theatre reserves the right, with consultation, to decline any booking, or to refuse entry to the Theatre by any person or group. Under no circumstances may a hirer sub-let any part of the venue.

18. BREACH OF CONDITIONS

Any breach of these conditions may result in:

- a) Closure of the event;
- b) Refusal to accept future bookings; and/or
- c) Theatre retaining the deposit held.

19. INSURANCE & LIABILITY

The Hirer is responsible for all insurance in relation to the hire of the venue. The Lyric Theatre, Granity, Inc. holds cover for the building but accepts no other responsibility than the standard legal liability for goods and services provided by them. The Lyric Theatre, Granity, Inc. are not liable for any debts, fines or legal infringements incurred by the Hirer. The Society takes no responsibility for the Hirer failing to secure any performance rights and releases relating to theatrical, dramatic or musical work.

20. ALTERATIONS TO THIS CONTRACT

There are to be no alterations to this contract without consultation and agreement between both parties.

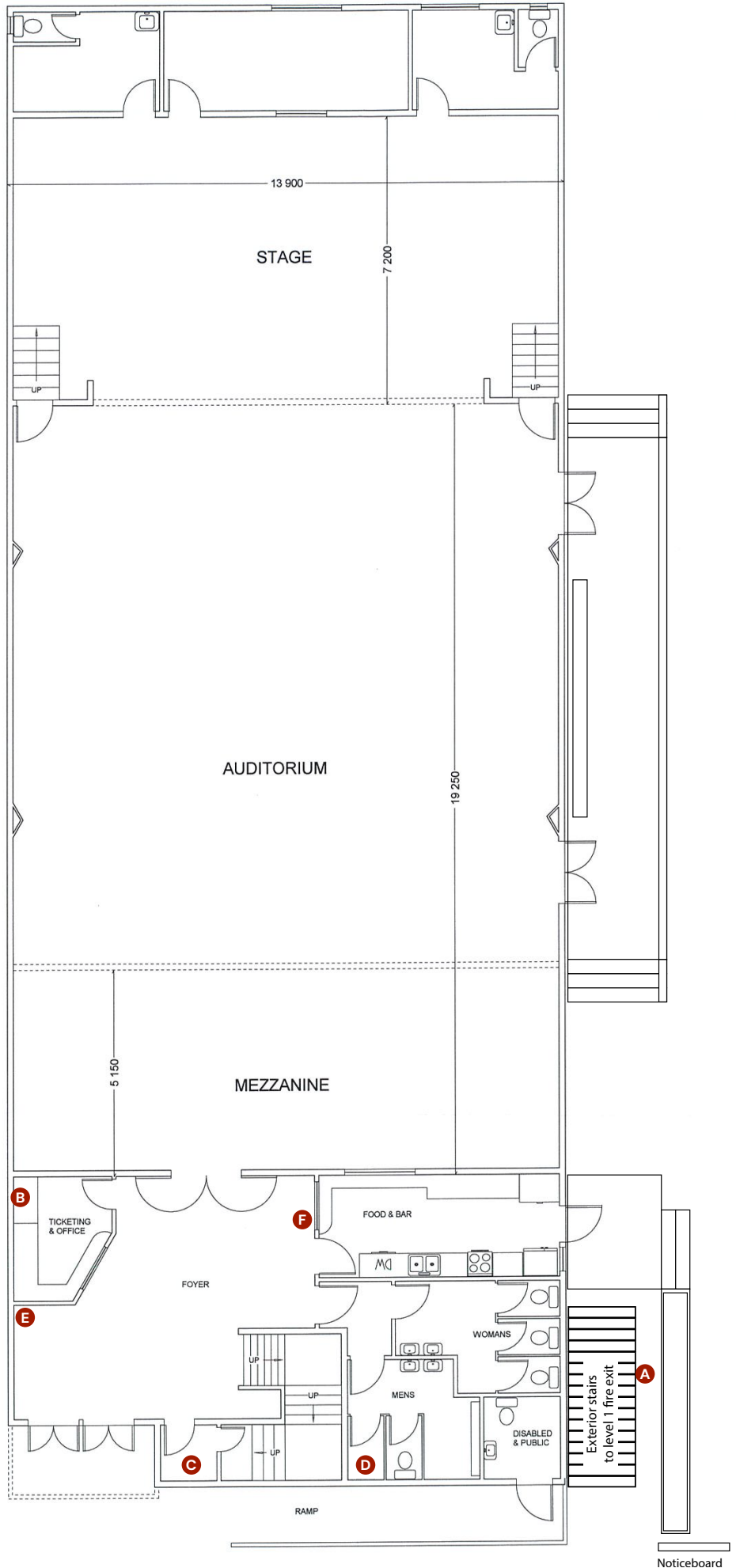
21. REPRESENTATIVE

The Hirer must appoint a responsible person as a key contact for the purpose of the Hirer's dealings with The Lyric Theatre.

22. TENANCY

This hire agreement shall not create a tenancy between the The Lyric Theatre, Granity, Inc. and the Hirer.

Venue access details



- A** Key lock-box (code available from theatre representative)
- B** Light switches - custom dimming control available
- C** Vacuum cleaner, extension leads and power boards
- D** Cleaning equipment and supplies
- E** Venue log device
- F** First Aid supplies

HOST RESPONSIBILITY POLICY

The committee and events team of The Lyric Theatre have a responsibility to provide an environment that is not only comfortable and welcoming, but where alcohol is served and consumed responsibly. Accordingly, we have implemented the following Host Responsibility policy.

- We provide and actively promote a good range of food available for sale at all times. Menus are visible at all times.
- We provide and actively promote a range of low-alcohol and non-alcoholic drinks, including low-alcohol beer, fruit juices, soft drinks, tea and coffee.
- Iced water is attractively presented and available free of charge at all times.
- It is against the law to serve alcohol to minors. If we are in doubt about your age, we will ask for identification. Acceptable forms of proof of age are a current photo driver's licence, an 18+ Evidence of Age card or a current passport.
- Attendees who are visibly intoxicated will not be served alcohol, will be asked to leave the premises and will be encouraged to take advantage of safe transport options.
- We promote a range of transport options to get you home safely. These include:
Buller Taxis - 03 789 6900
- We encourage people to have a designated driver. We support this by providing a range of alcohol-free drinks.
- Our policy is zero tolerance for coercive, aggressive, or violent behaviour.
- We maintain a training and management policy to give our team the skills and support they need to do their job responsibly.

Please be our guest and take advantage of the services we offer. As volunteers and members of your community, we pride ourselves on being responsible hosts.

On Licence

(premises that are not a conveyance)
Sections 14 to 16, and 64 Sale and Supply of Alcohol Act 2012

Form 9 Lic6 (General- On)

Pursuant to the Sale and Supply of Alcohol Act 2012 (the Act), The Lyric Theatre Granity, Incorporated Society (the licensee) is authorised to sell and supply alcohol on the premises situated at 92 Torea St, Granity and known as The Lyric Theatre, to any person for consumption on the premises and to let people consume alcohol there.

The authority conferred by this licence must be exercised through a manager or managers appointed by the licensee in accordance with Subpart 7 of Part 2 of the Act.

Conditions

This licence is subject to the following conditions:

- a) No alcohol is to be sold on the premises on Good Friday, Easter Sunday, Christmas Day, or before 1.00pm on Anzac Day to any person who is not:(i) residing or lodging on the premises; or (ii) present on the premises to dine.
- b) Alcohol may be sold only on the following days and during the following hours to any person: Monday to Sunday 11:00am - 12:00am Midnight (scheduled events)**
- c) Drinking water must be freely available within the licensed areas while the premises are open for the sale and supply of alcohol.
- d) The following steps must be taken to promote the responsible consumption of alcohol: (i) A Host Responsibility Policy must be maintained and displayed and all staff must receive training on responsibilities and obligations under the Sale and Supply of Alcohol Act 2012. (ii) A range of food choices must be readily available at reasonable prices at all times that the premises are open. Menus must be visible and food actively promoted.(iii) A range of non and low alcoholic drinks must be readily available at reasonable prices. (iv) Information relating to safe transport options must be readily available to customers.
- e) Provisions of the Act relating to the sale of alcohol to prohibited persons must be observed: (i) ID is to be requested from any person who looks under 25 years of age; (ii) No sale or supply of alcohol to minors or intoxicated persons. Every point of sale must display appropriate signage detailing these restrictions.
- f) The following parts of the premises are designated as:
Undesignated: Auditorium, Stage, Foyer, Toilets and Outside Area
Supervised: Mezzanine Floor, Stairwell, Kitchen/Servery, Ticketing Office, Back Stage and Dressing Rooms.
- g) Sections 56-57 of the Act requires the licence holder to display the following at each principal entrance to the premises so as to be easily read by persons immediately outside the entrance: (i) Signage stating the ordinary hours of business during which the premises will be open for the sale of alcohol; and (ii) A copy of the licence including conditions.
- h) Section 214(3) of the Act requires signage to be displayed inside the premises which identifies by name the manager for the time being on duty.

Duration

Subject to the requirements of the Act relating to the payment of fees, and to the provisions of the Act relating to the suspension and cancellation of licences, this licence continues in force—

- (a) either—
 - (i) until the close of the period for which it was last renewed; or
 - (ii) if it has never been renewed, until the close of the period of 12 months after the day it was issued; but
- (b) if an application for the renewal of the licence is duly made before the licence would otherwise expire, either—
 - (i) until the close of the period of 3 years after the period for which it was last renewed; or
 - (ii) if it has never been renewed, until the close of the period of 4 years after the day it was issued.

DATED at Westport this 3rd day of October 2025



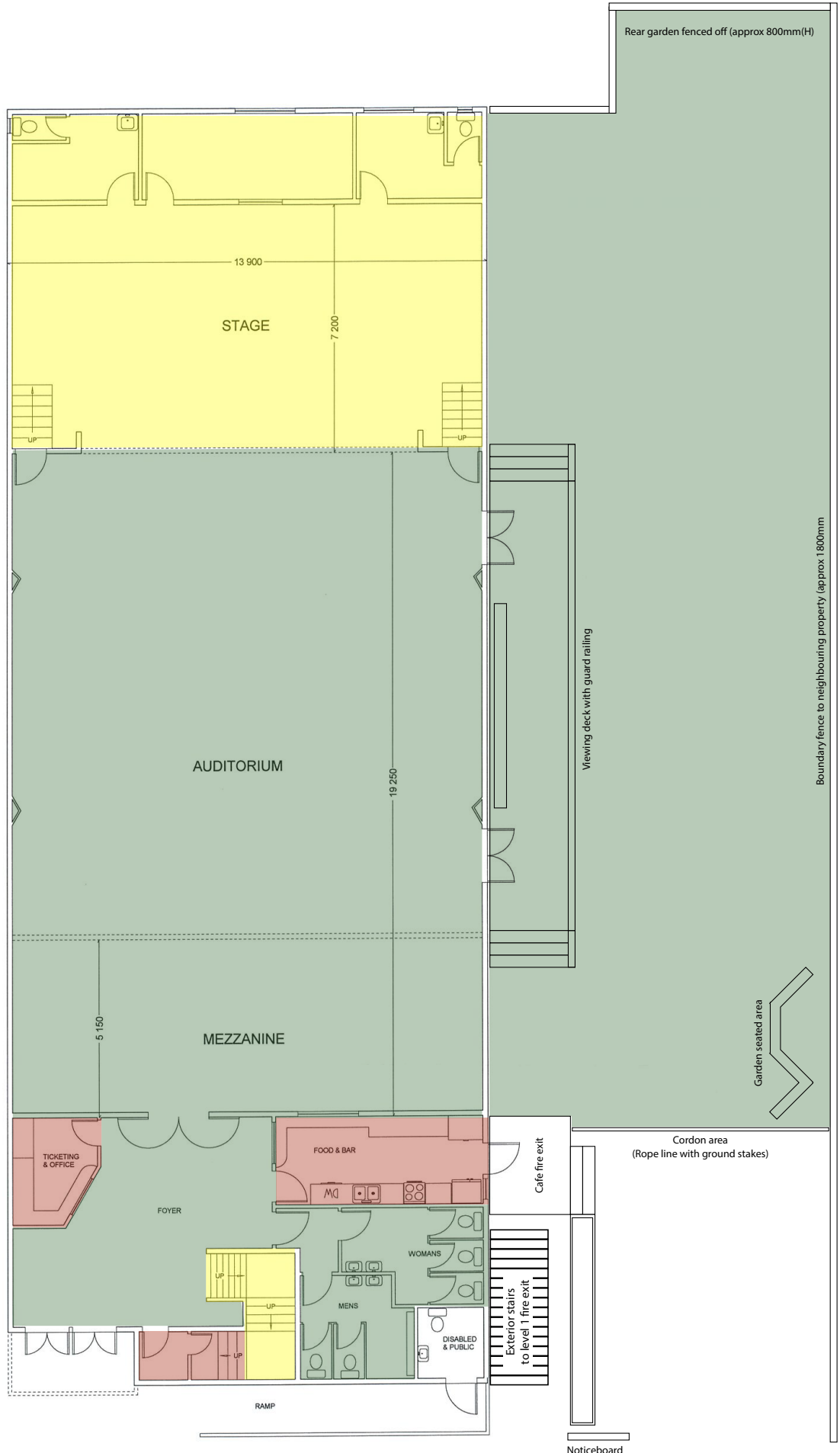
Simon Bastion
SECRETARY
BULLER DISTRICT LICENSING COMMITTEE






Subject to the requirements of the Act relating to the payment of fees, and to the provisions of the Act relating to the suspension and cancellation of licences, the licence expires on 13th day of May 2028. This licence replaces licence number 54/ON/005/2024 issued by the Buller District Licensing Committee

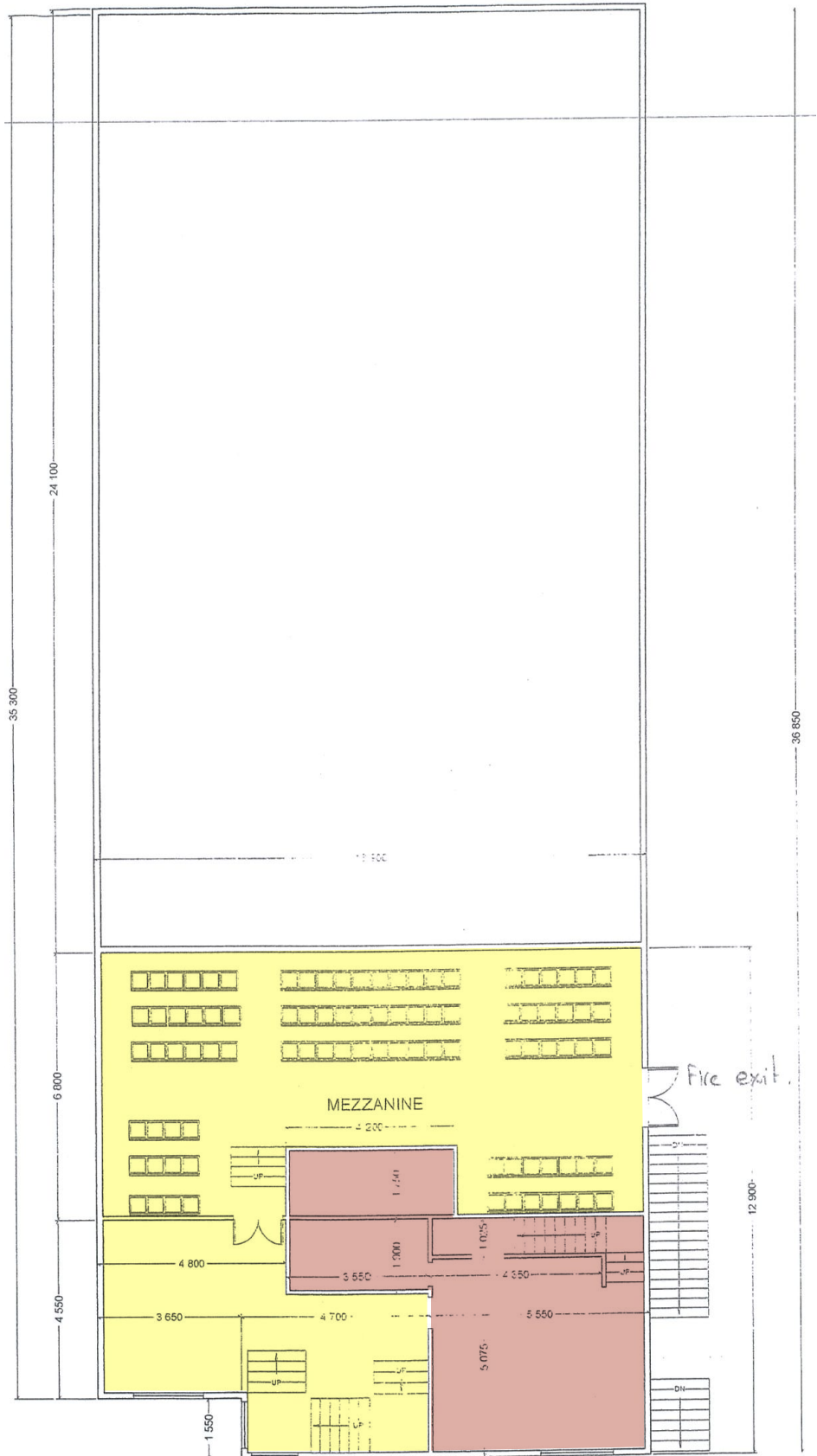
Area designations Ground floor

- Staff only / restricted
- Supervised
- Undesignated



Area designations Level 1

-  Staff only / restricted
-  Supervised
-  Undesignated



FEES & CHARGES

HIRE TYPES:			
Purpose of venue use	Hourly rate	Minimum charge	Maximum charge per day (not including kitchen or equipment)
Community (non-profit) ¹	\$10	\$30	\$120
Private hire ²	\$25	\$100	\$300
Ticketed event ³	25% of admission fees – alternative arrangement at discretion of event manager		

EQUIPMENT:	
Lighting equipment ⁴	\$50 per day
Projector equipment	\$20 per day
Mini PA and Mic set (pair, bluetooth / AV)	\$20 per day
Costume hire (booking required, at discretion of Costume Dept. Manager)	\$15 pp (\$10 pp in conjunction with venue hire)

LOCATION:	
South car park (privately owned)	By arrangement – use limits apply
Kitchen/Bar ⁵	\$50 per day

MISC:	
Marketing	By arrangement
Poster printing & display (Gentle Annie – Carters Beach)	\$50
Call-outs	\$20
Key replacement	\$25
Cleaning services	\$40 (minimum)

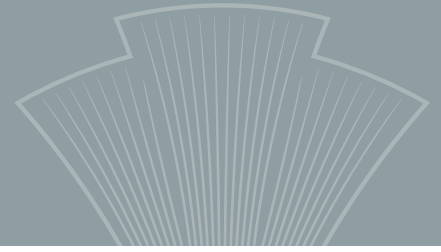
¹ **Community (non-profit)** – where hire of venue enables community/public to access information/resources, activities, entertainment.

² **Private hire** – where hire of venue is for exclusive use by a club, organisation, or private party, with access limited to invitees, members or specific groups.

³ **Ticketed event** – Alternative arrangements offered solely at the discretion of the Event Manager with terms agreed by The Lyric Theatre Committee.

⁴ **Lighting** – The theatre is equipped with 8 LED lights with portable stands in the main stage area. Training and assisted set-up can be provided.

⁵ **Kitchen/Bar** – This area is licensed and must be cleaned at the end of every shift in accordance with our Food Control Plan.



VENUE HIRE AGREEMENT

The details of your booking are set out below. Please check that these are correct, then:

Fill in any details not already supplied on this form.

Sign and date after reading and agreeing to the conditions of hire; and

Return the form with your payment. Payments can be made to the following NBS (Westport) account using your name as reference:

The Lyric Theatre, Granity, Inc | 03-1354-0641061-00

EVENT:	DATE/S:	START TIME:	FINISH TIME:
		Pack in start time	Pack out time

HIRER - MAIN CONTACT:	
Name	
Address	
Email	
Phone	

EVENT DESCRIPTION

PURPOSE OF HIRE (circle one)	
Community (non-profit)	Private (exclusive) hire
\$10 PER HOUR	\$25 PER HOUR

HIRE CHARGES:	
Venue hire	\$
Kitchen/Bar area	\$50 per day \$
Stage lighting equipment	\$50 per day \$
Projector	\$20 per day \$
Mini PA & Mic set	\$20 per day \$
Marketing costs	\$
Costume hire (conditions apply)	\$10 pp \$
TOTAL	\$

CONDITIONS OF HIRE:

I have read and understand the Conditions of Hire, and agree to abide by them.			
Signed by Hirer		Date:	Name:
Signed by TLTG		Date:	Name: