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*"The mission of the
Marlborough Civic Theatre Trust
is to grow a viable and dynamic
community owned arts and theatre centre
for the people of Marlborough.
Providing an environment, in which
the diversity of skills can be
nurtured, encouraged and celebrated
while striving for excellence."*

P.O. Box 163
Blenheim
7240
New Zealand

EVANZ Venue Hire Booking Policy

Version Date : 15 May 2008

It is acknowledged that EVANZ members have many drivers regarding the occupancy of their venues, which may include community access and financial return. The priority of these drivers varies between organisations and venues depending on the direction set by their governing body.

This EVANZ Venue Hire Booking Policy aims to set some base criteria and systems, however it should be acknowledged that individual EVANZ members may choose not to use the EVANZ Venue Hire Booking Policy, and may implement their own, to meet the needs of their business.

- 1) Enquiries for Venue availability dates occur regularly. These are simply enquiries and do not constitute a tentative (pencil) booking until acknowledgement of a tentative booking is given in writing by the EVANZ venue.
- 2) Once a tentative booking is confirmed by the Venue it is given a priority on a "first come, first served" basis. Where more than one tentative booking exists, the first tentative booking received for a date is called the "1st tentative booking" and any subsequent tentative bookings received for the same date(s) and time are described as "2nd tentative booking", "3rd tentative booking", and so on. Priority of bookings will be given to the '1st tentative booking', followed by the '2nd tentative booking', and so on.
- 3) If any party for whatever reason cancels or moves the dates of their tentative booking, or the venue cancels the tentative booking, then all tentative booking holders will have their status/ranking altered to reflect this. (i.e. if 1st tentative booking cancels, then the current 2nd tentative booking becomes the 1st tentative booking, and the 3rd tentative booking becomes the 2nd tentative booking, and so on).
- 4) A 1st tentative booking within 3 months from the date of the event will only be held for 1 month without confirmation of payment of the Confirmation Fee. At the end of this month period it may automatically be cancelled without notice.

- 5) Where a 2nd or subsequent tentative booking wishes to sign up a Venue Hire Agreement, the Venue will notify the 1st tentative booking of this (“Notice”) and the 1st tentative booking must, within the timeframes below, either cancel their tentative booking or enter into a Venue Hire Agreement and pay the Confirmation Fee.
- a. Where the Event is scheduled to take place more than 6 months from the receipt of Notice, the 1st Tentative Booking has 21 days to act.
 - b. Where the Event is scheduled to take place more than 3 months but less than 6 months from the receipt of Notice, the 1st Tentative Booking has 14 days to act.
 - c. Where the Event is scheduled to take place less than 3 months from the receipt of Notice, the 1st Tentative Booking has 7 days to act.
 - d.

Provided always that the Venue is only obliged to use its best endeavours to notify the 1st tentative booking, using the contact details provided by the 1st tentative booking held by the Venue. In the event that the Venue does not receive confirmation that the 1st tentative booking wishes to enter into a Venue Hire Agreement and pay the Confirmation Fee within the timeframes above, then the 1st tentative booking will be considered Cancelled.