

## THE ART ROOM

Our 'Art Room' on the first floor of the historic Woolstore Design Centre is a unique multi-use space equipped with wifi and data projector with pull down screen, available for meetings, events, and pop-ups.

### Terms and Conditions of Hire

#### 1. Availability and Access

The Art Room is available Monday to Friday.

The Art Room is available to hire from 9am to 5pm.

Access outside of these hours can be arranged on request.

#### 2. Rates

Half day or 4 hours - \$300 + GST

Full day or 8 hours - \$550 + GST

Hourly rate - \$95 + GST

Out of hours rate - POA

#### 3. Deposit

A 50% deposit is required to confirm your booking. A booking is considered 'tentative' until the deposit has been received.

The remaining 50% is to be paid no later than 7 days following your booking.

#### 4. Food and Drink

Please note that no external food or drink is permitted. Our onsite café, Le Marche Francais Bistro can cater to all your food and drink requirements.

Please contact Veronique directly on 04 499 1834 or [infos@lemarchebistro.nz](mailto:infos@lemarchebistro.nz) to arrange catering.

#### 5. Request a booking

You can request a booking via <https://www.thewoolstore.co.nz/cafe-deli/the-art-room>

Or by emailing [facilities@thewoolstore.co.nz](mailto:facilities@thewoolstore.co.nz)

When requesting a booking please provide:

- Your company/name, email address and contact phone number
- Contact details for invoicing if different to the above
- Date/s and time/s of booking

- Number of attendees

## **6. Cancellation Policies**

### **6.1. Tentative Bookings**

The Woolstore Management Limited reserve the right to cancel any tentative booking not confirmed within 7 days of the booking date.

### **6.2 Confirmed Bookings**

Cancellations must be submitted in writing with as much notice as possible and will be refunded as follows:

- Free cancellation up until 7 days before your booking
- No refund for cancellations made within 7 days of your booking

### **6.3 Covid-19**

Cancellations due to Covid-19 alert level changes will be refunded.

## **7. Technology**

The Art room is fully equipped with a projector with pull down screen and an AV system which can be connected to via Google Chromecast, Apple TV or directly with an HDMI or USB-C cable (both available). We also have a whiteboard if required.

Please note that The Art Room is un-manned. Although The Woolstore Management Limited offices are in the building, we are not always onsite to assist although a contact number will be provided.

With this in mind, we strongly recommend visiting site in advance of the day to test any technology you may require or factoring enough time into your booking to set up (including reconfiguring the tables as required).

## **8. General Conditions**

- 8.1. Please ensure that the space is left in a clean and tidy condition, that any rubbish is taken with you and that the tables and chairs are put back as they were.
- 8.2. The Woolstore Management Limited reserve the right to charge for any damage to The Art Room or equipment, or any additional cleaning or rubbish removal.