



AUCKLAND GIRLS' GRAMMAR SCHOOL

DOROTHY WINSTONE CENTRE

P.O. Box 68-053, Newton, AUCKLAND 1032.

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DWC Manager: Alicia Hall

BYLAWS AND SAFETY REQUIREMENTS

1. The DWC management shall reserve the right to refuse admission at any time deemed necessary.
2. **Smoking is NOT permitted throughout the building, OR on any part of the School grounds.**
3. **No food or drink shall be taken into the auditorium or stage areas.**
4. No alcohol shall be permitted on the school premises and grounds unless written permission by school Principal. If alcohol is permitted a person delegated by the hirer is to be responsible.
5. The Hirer shall be responsible for the maintenance of good order during the times of hiring and where requested shall provide professional security personnel at the Hirer's expense.
6. Any damage incurred during the term of hiring to the structure, furnishings and fittings shall be paid for by the Hirer.
7. The **Hirer shall provide** the following front of house personnel during performance times:
 - Parking attendants (3 per half hire & 5 per full hire)** to control parking under Fire Safety Officer's direction
 - Ushers (3 per half hire & 5 per full hire)**
 - Security personnel** (at hirer's discretion)
8. DWC shall provide the following front of house personnel during performance times:
 - Safety Officer will be on duty 1 hour before the start of the event & remain until the confirmed lock-up time of the premises.
9. The **Hirer shall at all times comply with** any reasonable request from the **DWC Manager and/or Safety Officer.**
10. In an emergency, or if numbers in auditorium exceeds 795, or a situation arises that is likely to endanger the safety of persons within the building, the management shall reserve the right to suspend the performance until there is no longer a hazard.
11. In the event of an emergency, all staff of the hirer shall be under the control of the DWC Manager and/or Safety Officer until Police or other emergency service officers are present.
12. **The Hirer shall be responsible in ensuring that large amounts of rubbish will be removed from the premises after the event.**

13. **No changes to the existing lighting and sound systems** shall be made without the Managers approval.
14. **No loose chairs shall be placed in the auditorium**, with the exception of invalid wheelchairs.
15. Suspension and fixing of all promotional signs, banners or posters shall be to the approval of the DWC Manager and are to be removed by the Hirer on termination of hireage.
16. Equipment, ie Genie Lift, lighting and sound, ladders etc shall be operated in a safe manner, according to health and safety requirements.
17. All Rigged lights will have a safety chain secured to lighting bars. All sound cables required to run out on floor will be separately taped down. **All lighting cables, power leads that require being on the floor will be securely taped down.**
18. A limited amount of parking is available but at car owners risk. **If vehicles are parked in areas marked NP or on the yellow lines, especially around the entry or exit areas will be towed away without notice, at owners' expense.**
19. If the hirer allows food and drink to be had in the auditorium even though this is not allowed, extra cleaning will be incurred and charged for by the hour.
20. All Hirers will provide the DWC Manager with a written policy on Health and Safety according to the Health and Safety Act 1993.
21. **All Hirers will leave the DWC in the same condition as that at the commencement of hire, i.e. all property of DWC will be in its appropriate place, (tables, chairs, screen boards etc) or an extra charge will be attached to final costs.**
22. Hirer's will comply with and carry out Bylaws at all times.