

Catering Users Agreement

The Wanganui Function Centre (WFC) requires all users of the Function Centre facilities to comply with the following conditions:

1. Areas to be used as designated by the WFC or the WJC (landlord - Wanganui Jockey Club) staff.
2. Access to the building for set up, stocking or events needs to be organized prior with WFC staff.
3. Contact WFC staff for rental of any specific area, equipment or resources as required prior to your event.
4. All relevant licenses and certification for food safety and handling requirements must be current and provided to WFC staff.
5. All practices carried out on our facilities must comply with the current industry legislation requirements (refer to MPI).
6. All groups/businesses, as users, will be responsible for their own Health and Safety management for their particular occupation and events while on-site. Any significant incidents or serious injuries need to be reported to WFC staff, and subsequent accident reporting made to WorkSafe as required. Please advise WFC staff if any hazards are identified or repairs or maintenance are required.
7. Please advise WFC staff of any repairs or maintenance that are required to any of the assets, equipment or resources if issues are encountered while in use.
8. The group/business using the venue is responsible for maintaining the cleanliness and hygiene standards of the areas & equipment in use. Kitchens & service areas & hired equipment must be left in a clean and tidy condition after any rental (in a 'leave them as you found it' state). The WFC staff will inspect and monitor areas and reserves the right to request the user to address any issues not up to standard or charge the user for any services required after use if not addressed immediately.
9. Any rubbish or waste must be tidied up before normal business operations resume the following morning. Rubbish disposal can be discussed with WFC staff as to whether user removes or is charged for disposal by the WFC.
10. Caterers will be responsible for setting up their own food service areas (including linen).
11. Any damage to facilities or equipment must be reported immediately to WFC staff.
12. No WFC property to be removed from the venue and any losses will be charged to group/business.
13. No alcohol to be brought on-site without permission.
14. No smoking in the Function Centre.
15. Only approved staff of the group/business are allowed on the premises in the designated areas as allowed, and must be inducted by their employer.
16. The WFC will provide a safe venue and takes no responsibility for any damages or accidents caused by users or their workers at any time.
17. Fees will be charged as per Hire charges or as negotiated.

Any special requirements:

I understand and agree to the above conditions:

Signed _____ Date / /

Name _____

Position _____

Group/organisation: _____

Address:

Email address: _____

Contact no. _____

Wanganui Function Centre / /

- For bookings & more information contact the WJC manager in the Secretary's Office on 06 345 3968 / 027 423 6735 or bret@wjc.co.nz.

Thank you