

Referral notes for completing booking forms & Health and Safety checklist for venue hire

Booking Form Field	Explanation of Information Required
Date required from:	Please enter the date that you will first be using the venue
Date required to:	Please enter the last date that you will be using the venue Tip: If you are only hiring the venue for one day, or for a couple of hours a day, please enter the same date in the required from and required to fields, and the number of hours in the Total number of days required field.
Start time:	The time that you would like to access the venue (ie for set up of event)
End time:	The time that you exit the venue after packing up at completion of your event.
Pick up time for Keys:	Only required if you are wanting to access the venue outside of office hours which are Monday – Friday 8.30am – 4.30pm. Alternatively, arrangements can be made with the caretaker to be onsite to open venue up for you.
Health and Safety Checklist	The Health and Safety checklist is required to be completed, signed and returned to the DNZ prior to your event taking place.
Indication of the areas/ facilities required: (Member Club bookings only)	This information is required so that the WEC is aware of what areas need to be set up for your event and open for you to access during your event ie the meeting rooms. It is not an indication of what areas you will be charged for.
Contact Details:	Please enter the details of the person that can be contacted prior to, during, and after the event if required.
Event Information: (Member Club bookings only)	This information is required as the venue is charged based on the type of show and the type of club hiring the venue. If your show is being held in the evening (after office hours of 4.30pm) the standard Evening Rate of \$240 for Main Arena and \$150 for Side Hall will be charged – regardless of type of show or club. Ribbon Parades/Trials/Tests being held in the Side Hall will be charged a flat rate of \$50 per event .
Rates of Hire: (Member Club bookings only)	Bookings for All Breed Championship Shows include the use of all venue areas in the hire fee of \$720 per day. (Main Arena, Side Hall, Upstairs Cafeteria & Kitchen, Kiosk and Meeting Rooms). Bookings for all Championship Shows/Tests/Events and Open Shows include the use of all venue areas in the hire fee – excluding the Side Hall. (Main Arena, Upstairs Cafeteria & Kitchen, Kiosk and Meeting Rooms).
Rates of Hire: (Commercial hire bookings only)	Bookings for the Whole Building include the hire of the Upstairs Cafeteria & Kitchen, Kiosk, Meeting Rooms and Side Hall. Bookings for the Main Arena only do not include the hire of the Upstairs Cafeteria & Kitchen area or Meeting Rooms.



PURINA
PRO PLAN

Wellington Exhibition Centre

PROSSER STREET, ELSDON, PORIRUA 5022

Health & Safety Checklist

Purpose: BEFORE setting up for your event on site you MUST complete this checklist and return to the DNZ - venuehire@dogsnz.org.nz

Complete each task and sign them off with a ✓ to confirm that they are done.

Date of Event DD / MM / YEAR Time of Event: _____ am/pm Location: WEC

Your Name: _____ Your Position: _____

Company Name: _____

Sign When Completed: _____ Date _____

Have you done or completed the following tasks?		Yes	N/A
1	Read, understood and signed the Facility Users Agreement*		
2	Read and understood the Dogs NZ Health & Safety Policy and Emergency Procedures*		
3	Appointed a Safety Officer for the duration of your event. The safety officer (or appointed delegate) must remain onsite for the duration of the event.		
4	Familiarised yourself with the venue Emergency Exits		
5	Received a copy of the venue key for door #29 and the venue and lock up procedures		
6	Identified the location of the venue First Aid Kit, high visibility vests and warden hat in case of emergency		
7	Included an announcement of Emergency Procedures to members of public and staff in the opening announcement of your event.		

*Agreements available on website: <http://dogsnz.org.nz/dogsnz/venue-porirua>