

Silver Fern Farm Event Centre - Information for hirers



The Silver Fern Farms Events Centre provides a sports stadium (Ingham's Sports Hall) located at 44 Stanley Avenue, Te Aroha with two full size netball/basketball courts and space for eight badminton courts. There is seating for 130 spectators beside court one. There is also a function room which can seat 160 people. The function room can be split into two equal size rooms – 'Ballance Room' with full sized kitchen and 'Seales Winslow Room' with a small kitchenette. There are currently 100 chairs and 10 banquet style tables which can each seat 10 people around. There is a set of 12 dinner, lunch, desert plates, mugs, glasses and cutlery in the kitchenette and a set of 90 of the same in the kitchen

The fees and charges for the Silver Fern Farms Events Centre are as follows:

Function rooms	Ballance OR Seales Winslow Rooms		Ballance AND Seales Winslow Rooms	
	*Community group hire	Business / Private hire	*Community group hire	Business / Private hire
Opening time until 6pm	\$25.00 per 4 hours	\$50.00 per 4 hours	\$50.00 per 4 hours	\$100.00 per 4 hours
6pm until 12am midnight	\$10.00 per 4 hours	\$50.00 per 4 hours	\$20.00 per 4 hours	\$100.00 per 4 hours

Function room bookings are for a minimum of 4 hours. Additional time is charged per 2 hours. Function room hire includes access to toilets. Dimensions function rooms: 18.5m x 10.5m

Ingham's Sports Hall	Court 1 or 2	Both courts
Opening time until 6pm	\$15.00 per hour	\$30.00 per hour
6pm until 12am midnight	\$25.00 per hour	\$50.00 per hour

Changing rooms / showers	\$60 per day	\$60 per day
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Court hire is for a minimum of 1 hour with additional time charged per ½ hour. Court hire includes access to toilets. Dimensions stadium: 38m x 36.5m

	No alcohol served	Alcohol served**
Bond	\$200.00	\$1000.00

**Please note that serving alcohol at a Council facility is subject to licensing requirements under the Sale and Supply of Alcohol Act (2012), and/or obtaining permission from Council. The bond is waived if making 10 or more bookings per year (in a single transaction).

*Community group definition

A not-for-profit, organisation that provides services that are of benefit to the community, including the provision, promotion or facilitation of: public health or wellbeing, social advisory or rehabilitation services, sports or recreational activities, public amenities or recreational facilities, the protection or enhancement of the environment, the protection of human life, the relief of poverty, the

advancement of education (e.g. schools) or religion, animal welfare, public works or services, the efficiency of the armed forces.

Booking the facility

The Silver Fern Farms Events Centre can be booked online on Council's website at <http://www.mpdcc.govt.nz/news-a-events/running-an-event> . You must state in your booking application precisely the nature of the event and the activities you wish to conduct.

When making a booking please note your booking time is from when you open the doors till when you close the doors and everyone has vacated the facility. You must allow for any set up, pack down and clean up time in your booking.

Access to the facility

You can collect your facility access card from the Te Aroha i-SITE, 102 Whitaker Street, on the day prior to your booking (the i-SITE is open 7 days a week). The card will give access for your stated booking time only, therefore it is essential you allow time before and after your event for set up and clean up as stated above.

Hirer terms and conditions

It is the responsibility of the hirer to:

- Pay all fees and charges to Matamata-Piako District Council before the event. Access to the facility will not be given until fees (including bonds) are paid in full.
- Return your signed confirmation slip to Te Aroha i-SITE. Access to the facility will not be given until this has been returned.
- Ensure the health and safety of all persons attending their event – see further detailed requirements in the 'Health and Safety' section of the full Terms and Conditions document.
- Ensure the public does not have access to the facility for the duration of the event.
- Ensure only proper court shoes are worn in the Ingham's Sports Hall
- Ensure no illegal activity takes place at or around the facility during the event.
- Ensure the facility is left clean and tidy with all furniture reinstated to its original position and all rubbish removed for the next user. Failure to do so will mean the bond will not be refunded and could incur extra charges to the hirer.
- Ensure the stated noise level for the venue does not exceed 60 decibels. There is a decibel noise level monitor in the Ballance Room.
- Ensure the access card is returned to the Te Aroha i-SITE on the morning of the next day after your event.

Te Aroha i-SITE staff are available from Monday to Friday between 8.30am and 9.30am if you wish to view the Silver Fern Farms Events Centre before making a booking application.

If you have any questions about booking the facility, please contact the team at Te Aroha i-SITE and we will do our best to help you.