



Venue Hire Terms and Conditions

While you are considering booking your event, please read the following terms and conditions.

Booking Terms

- Requests: Must be received at least two weeks prior to the event. Late requests may be accepted at NMIT's discretion.
- Responsibility: The booking contact person must notify NMIT of any cultural or political elements related to the event.
- Setup: Booking times must include setup and pack down.

Pre-Hire Induction

A pre-hire induction is required to cover Health & Safety, access, security, IT setup, and room layout. We will arrange a time once your request has been confirmed.

Facility Guidelines:

- Emergency Procedures: Please read the booklet via this [link](#).
- Food: Food cannot be consumed in the rooms unless prior approval has been given.
- Prohibited Items: No drugs, smoking, or dangerous goods onsite. Liquor consumption requires prior approval.
- Cleanup: Leave areas clean and tidy. Dispose of rubbish appropriately; recycling bins are available on campus.

Health and Safety

All Health and Safety instructions must be followed. The booking contact person is liable for any incidents affecting attendees during the event.

Hazard Management

- Ensure all attendees are aware of potential hazards.
- Wear appropriate clothing and take steps to minimise risks.

Insurance of Personal Property

NMIT is not responsible for loss, theft, or damage to personal property.

Damage to NMIT Property and/or Facilities

Attendees must care for property and equipment and report any damage immediately to venuehire@nmit.ac.nz.

Invoicing/Payments

Invoices will be issued once your booking and has approved by NMIT and confirmed by you.

You may be charged for additional costs relating to:

- Property damage
- Additional cleaning and rubbish removal
- Lost swipe cards (\$20.00 each)/keys (\$30.00 each)

Cancellation Policy

Full payment is required for cancellations within seven days of the event. Cancellations with more than seven days' notice incur no charges.