



Booking of Facilities @ Wakatipu High School: 47 Red Oaks Drive

Use of Facilities

Wakatipu High School is owned by a consortium under a Public Private Partnership (PPP). This means that WHS is effectively a 'tenant' in the building, with the Ministry of Education having a 'rent-to-own' arrangement in place with the consortium who built and manage the facility. The consortium have an obligation to keep the building and grounds in an 'as-new' condition for a 25 year period. The consortium provide all property and facilities management which includes cleaning, power, water, heating, rubbish disposal, grounds maintenance etc.

The cost of hiring facility is the cost WHS is charged by the consortium for using the facility which is dictated by contract, and as such is a pass-through cost that we cannot negotiate on.

Facility Costs

Booking times need to include any set-up and pack-up time. Bookings times must be strictly adhered to, any time overrun will incur additional charges at the rate indicated below. Spaces must be left clean and tidy.

The costs are based on whether the hire period is within the Schools agreed hours of use of the building (known as "Core Hours") or whether they are outside the agreed hours.

Core Hours: Term time only

	Monday - Friday	Saturday	Sunday
Entire School	0700 - 1930 hours		
Specialist Units	0700 - 2100 hours		
Two General Learning Areas	0700 - 2100 hours		
Gymnasium & Change Rooms	0700 - 2100 hours	0800 - 1700 hours	1000 - 1500 hours
Theatre & Change Rooms	0700 - 2100 hours	0800 - 1700 hours	1000 - 1500 hours
Sports Fields & Change Rooms	0700 - 2100 hours	0800 - 1700 hours	1000 - 1500 hours

Specialist Units: Food Technology, Hard Technology, Science



Administration Fee - excluding GST

There is a variable one-off Administration Fee for each booking. The administration fee is determined by the requirements of the booking as follows;

Simple	Standard	Complex
\$50 one off admin fee (per booking)	\$125 one off admin fee (per booking)	\$350 one off admin fee (per booking)
<ul style="list-style-type: none"> - No setup requirements - Within School Operating Hours - Induction completed within school hours - No facility tour required 	<ul style="list-style-type: none"> - Simple setup requirements - Induction completed within school hours - Saturday or Sunday hire - Outside of School Operating hours on Mon-Fri - Contract revision(s) - Facility tour less than 15 mins 	<ul style="list-style-type: none"> - Complex setup requirements including sound and light requirements - No Induction (WHS staff member to facilitate access etc) - Saturday or Sunday hire - Outside of School Operating Hours on Mon - Fri - Contract revision(s) - Requires facility tour longer than 15 minutes, site measure or setup consultation - Use of WHS equipment

Notes:

- The Administration Fee could increase from the initial quote if the booking evolves in complexity or there are changes requiring a reissue of the Contract and Invoice
- Hires at the Commercial Rate will have a standard Administration Fee of \$50

Hourly Rate (during School Term) - excluding GST

Charges are made for the hire of School facilities. The charges are set in accordance with the Board of Trustees directive and are aimed at ensuring optimisation of facilities for school related activities and ensuring there is no cost to the school due to external hires. The charging policy recognises the need to subsidise the costs of facility hire for school groups and to minimise the costs for school related groups.

Charges are predicated by the nature of the group booking the venue (see definitions below) and whether the booking is within Core hours or Non-Core Hours.

Hirer Definitions:

SCHOOL: Note: School events do not attract any charge, the definition is included here for reference. A school event is any event organised by a staff member that involves staff and students from WHS. Usually directly related to curriculum and/or tabled on the WHS Calendar of Events and will include School Operational Events (Parent-Teacher interviews, Prize givings etc), Musical and Drama Performances and Sporting practices and events.

SCHOOL/EDUCATION RELATED: Organised by an external non-profit organisation but WHS Staff and Students attend/participate and benefit from the event (e.g. Battle of the Muso's, Friday night social basketball). The majority of the attendees are WHS students and/or parents with a strong link to educational outcomes (e.g. Cyber Safety, Teenage Wellbeing)

COMMUNITY: Not school related, although Staff and Students may attend as members of the community. Not-for-profit (e.g. Catalyst Trust, Michael Hill Violin, Central Otago Basketball) and/or small entry charge to cover costs associated with hire. Entities who operate as a business will not fall into this category.

COMMERCIAL: All other hires where the organisation is profit generating.

In addition to the one off administration fee each booking the following **hourly** rate(s) apply during school term;



Venue	SCHOOL/EDUCATION RELATED		COMMUNITY		COMMERCIAL
	Core	Non-Core	Core	Non-Core	Standard
Gymnasium / Theatre	\$0	\$100	\$35	\$135	\$450
Sports Fields	\$0	\$100	\$35	\$135	\$150
Board Room	\$0	\$100	\$20	\$120	\$150
Dance or Drama Rm	\$0	\$100	\$20	\$120	\$150
Small Meeting Rm	\$0	\$100	\$20	\$120	\$150
Foyer	\$0	\$100	\$35	\$135	\$150
Food Technology	\$0	\$100	\$35	\$135	\$250

Booking Procedure

All Facility Booking Requests should be made via our [online form](#). The online form will also prompt for questions to determine which band of Administration fee is applicable to your booking. All Booking Requests will be reviewed and you will receive an email confirming your booking and/or suggesting an alternate time.

All Hirer's will need to sign a "Licence to Occupy" and accept our Terms and Conditions. No bookings are final until full payment is received.

Due to the hours of use the school has access to the facilities and times the Facility Management Team have for scheduled maintenance, we may request you consider alternate times for your booking to allow us to optimise scheduling around these.

Wakatipu High School reserves the right to review the hours and rates at any time.

Bond

Where a hirer does not have their own appropriate insurance coverage a bond of \$500 will be charged.

[Booking Request Form](#)