



CBHS SCHOOL HALL HIRE – INFORMATION FOR USERS

ALL PRICES ARE EXCLUSIVE OF GST AND SUBJECT TO CHANGE.

REQUEST TO USE THE SCHOOL HALL

A 'Request to Hire' application can be found on the CBHS website and can be emailed to the school or sent in hard copy. All users, their function and purpose of hire must align with the values and strategic direction of Christchurch Boys' High School. This will be determined by the Headmaster or his delegated representative

SCHOOL HALL CAPACITY

Theatre Style	Downstairs: 842 Upper Level: 510	Workshop Style:	TBC
Banquet Style	TBC	Cocktail Style:	TBC

HIRE RATES *(Discussion about rates can be directed to the Senior Master, Operations.)*

Notes:

1. A community group is defined as a group who is 'not for profit' whose prime aim is to deliver community benefits.
2. These rates are correct at 30 May 2017 and may be subject to change. Please confirm before entering into an Agreement to Hire.

	Commercial	Community
Half Day (8am - 12 noon or 1pm – 5pm)	<input type="checkbox"/> \$800	<input type="checkbox"/> \$250
Full Day (8am – 5pm)	<input type="checkbox"/> \$1500	<input type="checkbox"/> \$500
Evening (6pm-11pm)	<input type="checkbox"/> \$1000	<input type="checkbox"/> \$300
Hourly Rate	<input type="checkbox"/> \$200	<input type="checkbox"/> \$100

Inclusions

Daily cleaning (all areas)
Standard Seating set up
Data Projector & screen
Stage seating - 100

Additions

Technical Assistant - \$25 per hour (subject to requirements)
Lock up - \$25 per hour (to be agreed)
Changes to standard set up: set fee by arrangement
Catering by arrangement with CBHS supplier

CATERING

(All catering for events held in the CBHS School Hall must be arranged through one of the following preferred suppliers.)

Adams House Hostel (school events)	Contact: Jenny Yee Phone: 03 348 0130 Email: adamshousekitchen@gmail.com
CBHS PTA or Sports Group	Contact: Jo Van Wiggen Phone: 03 355 1054 Email: joannevanwiggen@xtra.co.nz
Moveable Feasts	Contact: Kate Cartwright Phone: 03 389 8617 or 027 257 4325 Email: kate@mfevents.co.nz
Wigram Catering Company	Contact: Anton Matthews Phone : 027 301 3850 Email: wcc@hustle.kiwi