



CBHS SCHOOL HALL HIRE – INFORMATION FOR USERS

ALL PRICES ARE CORRECT AT 1 FEBRUARY 2019 AND EXCLUSIVE OF GST.

REQUEST TO USE THE SCHOOL HALL

A 'Request to Hire' application should 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: 800 Upper Level: 500	Workshop Style:	Downstairs 240
Banquet Style	Downstairs - 300	Cocktail Style:	Downstairs

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 and is a registered NGO.
2. These rates are effective 1 February 2019. Please confirm before entering into an Agreement to Hire.

	Commercial	Community
Half Day (8am - 12 noon or 1pm – 5pm)	<input type="checkbox"/> \$880	<input type="checkbox"/> \$550
Full Day (8am – 5pm)	<input type="checkbox"/> \$1900	<input type="checkbox"/> \$1100
Evening (6pm-11pm)	<input type="checkbox"/> \$1100	<input type="checkbox"/> \$660
*Hourly Rate	<input type="checkbox"/> \$200	<input type="checkbox"/> \$150

*Hourly rate will apply to short hires and to additional set up time and pack out outside event duration.

Inclusions in Hire Fee

Standard Seating set up
Data Projector & screen
Lectern & microphone
Trestle Tables x 2

Additions

Technician - \$35 per hour (subject to requirements)
Security/On site Host - \$150 or by arrangement
Changes to standard set up: Fee by arrangement
Cleaning – Hall fee: \$200.00

CATERING

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

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
Adams House Hostel (school events)	Contact: Jenny Yee Phone: 03 348 0130 Email: adamshousekitchen@gmail.com