

THE JAMES WALLACE ARTS TRUST

PO BOX 24657
ROYAL OAK
AUCKLAND 1345
NEW ZEALAND

TSB BANK WALLACE ARTS
CENTRE
THE PAH HOMESTEAD
72 HILLSBOROUGH ROAD
HILLSBOROUGH
AUCKLAND

TEL: +64 09 639 2010
FAX: +64 09 624 4636
enquiries@wallaceartstrust.org.nz

APPLICATION FOR USE OF RANNOCH

All applications are subject to the terms and conditions on page 2 of the application.

77 Almorah Road, Epsom, Auckland

1. **Organisation Name**
2. **Contact Name**
3. **Contact Details (email & phone)**
4. **Purpose eg, House Concert, Garden visit only**
5. **Proposed Date and Time**
6. **Approximate number attending**
7. **What would the Trust be asked to provide (if anything) eg. Chairs, glasses, tables to serve food.**
8. **Programme duration**
9. **Set up and pack up time**
10. **References if appropriate for first time organisers.**

All visits to The Pah Homestead are coordinated through The James Wallace Arts Trust office at the address above.

**Please forward the completed form to Matthew Wood Phone 09 639 2010
Fax: 09 624 4636 or email: matthew.wood@wallaceartstrust.org.nz**

Approved by James Wallace **Date**.....

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Rules & Requirements

1. **Parking is not allowed in the grounds.**
2. **Smoking is strictly forbidden both inside and outside.**
3. *Food and drink may be consumed only in the entrance gallery and in the main great hall if the carpet has been covered or removed.*
4. **The use of cameras and video recording is strictly forbidden without the express permission of the Arts Trust.**
5. **No stiletto heels. If you arrive in them you will be asked to remove them as they damage the Kauri floors.**
6. *Any advertising or other relevant material such as programmes must acknowledge the Trust and its contribution. The wording must be cleared by the Trust staff*
7. **Any damage caused by visitors must be reported to the Curator of the Arts Trust immediately. Repairs or restorations will be at the expense of the visitor or organiser.**
8. **The organisers or their agents/caterers are entirely responsible for setting up and restoring everything needed for the function such as chairs, tables and glasses. The Arts Trust staff are not available for any purpose except for providing access and liaison.**
9. *No house furniture may be moved without the express permission of the Trust.*
10. **Immediately after the function the organisers must ensure that;**
 - **All furniture that has been moved is restored to its original place**
 - **All folding chairs and tables have been returned to the basement storage areas**
 - **Any breakages or damage is reported to the housekeeper**
 - **The kitchen including ovens, dishwashers and the refrigerator (where appropriate) are left clean and tidy**
 - **The floors are swept and washed if necessary**
 - **All Trust glasses, plates, cup and saucers (where appropriate) are washed and dried**
 - **All rubbish is removed**
 - **All personal belongings have been taken away by the organisers and visitors**
 - **All hired crockery, linen and glassware are collected by noon on the first working day after the function.**
11. **All accident compensation matters are the responsibility of the organisers.**
12. **All fundraising events must aim to make a profit after expenses where appropriate. We encourage organisations to make a budget which accounts for the cost of catering, musicians etc, and to price their tickets accordingly. Please ask the Trust for advice if unsure.**