

MARSDEN COVE


MARQUEE





The marquee is located overlooking the beautiful Marsden Cove Marina with backdrop views of Mt Manaia, the perfect setting for weddings and events.

Marquee Details

Dimensions	60m x 18m total length 1080m ² The internal area can be curtained halfway across providing a 30m x 18m area (Installation at licensee cost)
Height	3m side panels - 6m gable
Capacity 	maximum 500 seated - maximum 1500 standing
Floor	All weather compacted aggregate floor
Surrounding area	Grass lawns and gravel service lane
Construction	White PVC panels and clear arch windows, aluminum joinery
Legal description	Lot 703 DP 376145

Standard Lease Options (March 2021)

Half area or less \$1500 per day (incl gst)

Full Area \$3000 per day (incl gst)

Bond \$1000

Lease price does not include an event coordinator. The price is for the empty marquee, Marsden Cove does not provide any furniture or equipment please contact independent hire companies for these services.

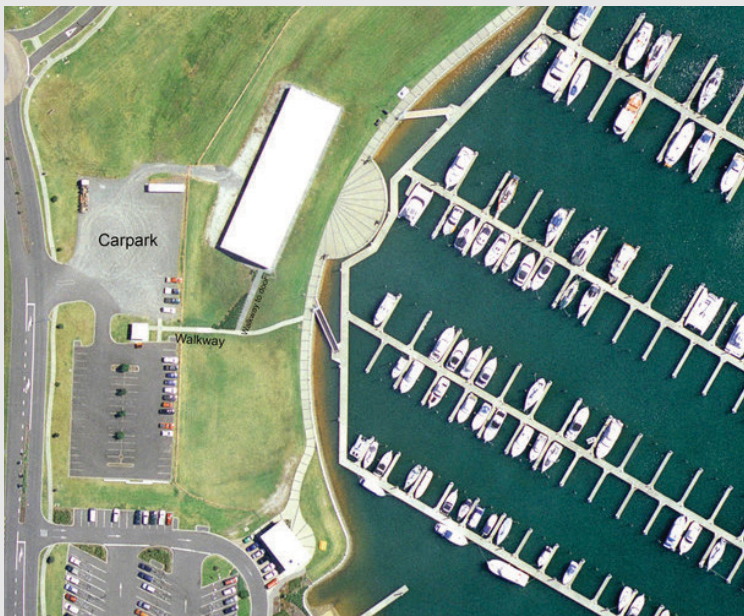
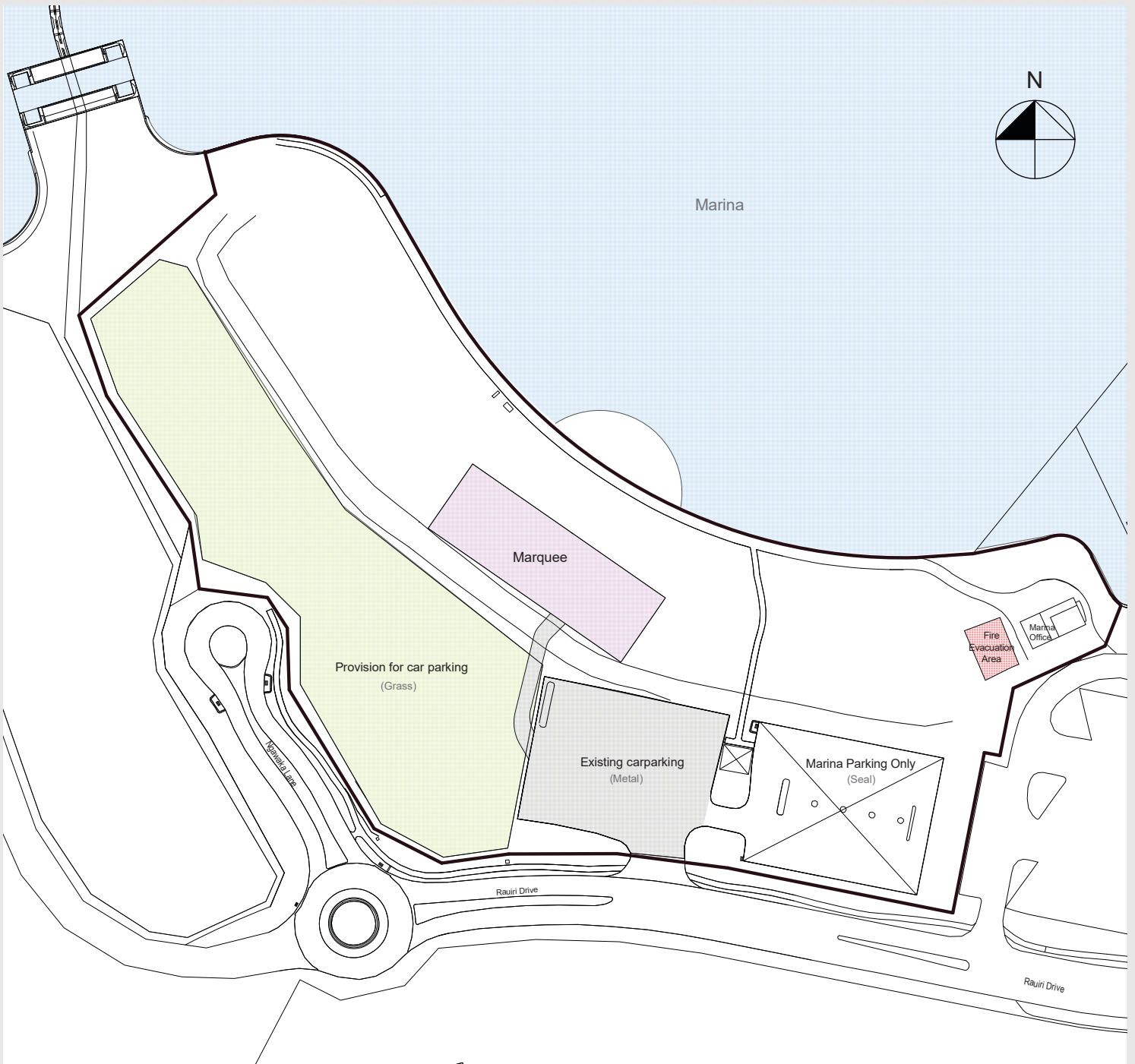
Licences and Permits

If you are planning to sell alcohol or supply alcohol at a ticketed event or one where donations are being collected, you will need to apply to the WDC for a special alcohol licence. You may also need to notify council of social events where alcohol is being consumed free of charge.

For more information on licences and permits go to wdc.govt.nz/business/licences-and-permits



Marsden Cove Marquee





1. Access, layout and Parking

- 1.1 A maximum of 500 seated or 1500 standing people per event are allowed inside the marquee.
- 1.2 The marquee is leased as an empty shell, toilets, tables, partitions are not included
- 1.3 The marquee is 60m x 18m total floor area of 1080m², use of the surrounding area is outlined on the site plan and will be specified in the lease agreement.
- 1.4 Prior to the event a pre-inspection is to be held with the event organiser and Marsden Cove agent in which an inspection document must be completed and confirmation that the bond has been received. A key will be provided after the pre-inspection.
- 1.5 A post-inspection will be held after the event and the key is to be returned at this time.
- 1.6 Car parking is only permitted in the parking zones as indicated on the site map and a parking event plan may need to be provided for council permits.

2. Power and Water use

- 2.1 The two switchboards at each end provide power points for extension leads. The western end has the light switch.
- 2.2 A water tap with standard fittings is located outside the western end of the marquee. No hose is provided.
- 2.3 In the event of any problems call your Marsden Cove contact.

3. Waste and Damage Control

- 3.1 Any pre-existing damage / condition of the marquee and surrounds should be noted at pre-inspection.
- 3.2 It is the licensee's responsibility to ensure adequate waste facilities are provided and all rubbish is removed after the event.
- 3.3 The licensee must ensure the marquee is left secured and everything is restored to the normal state.
- 3.4 At post-inspection any damage will be noted and photographed, all damage will be at the licensees' expense.

4. Insurance

- 4.1 Public Liability Insurance: Please refer to the lease agreement clause 11.

5. Health and Safety Plan

Fire Hazard and response

- 5.1 A minimum of two people shall be designated by the licensee as wardens, 2 x High vis vests, 2 x fire extinguishers and 1 x fire blanket are provided and must be returned. (One fire extinguisher is held on the bracket at call point inside the marquee). Wardens must be familiar with the emergency fire procedures. (Clause 6)
- 5.2 The wardens are to ensure that any person operating any cooking/heating process are compliant with fire regulations, have their own fire extinguishers and are made aware of all safety procedures and hazards along with the evacuation process.
- 5.3 The wardens are to ensure the fire exits are not obstructed both inside and out and that they have the bottom rails removed and are unlaced. Wall support wires should have been removed. The end metal doors must have the internal slide bolts released.
- 5.4 They should familiarise themselves with the position and operation of the fire alarm system.
- 5.5 On the sounding of the alarm the wardens are to ensure the fire brigade has been called and are to direct the people to the assembly area. (Grass area - outside Marina office).

6. General Hazards

- 6.1** Hazards may include tripping on the support ropes outside, electric shock, falling objects from suspended items in the roof space or displays. It is the Licensees responsibility to ensure measures are taken to reduce hazard risks. This includes but is not limited to taping down and/ or highlighting tripping hazards, securing or removing hazards, highlighting slipping hazards.
- 6.2** The outside area including the marina area has multiple hazards so children should always be supervised.

7. Fire and Evacuation Procedures

**Ensure exits remain clear and are always unobstructed both from the inside and outside.
Familiarise yourself with the alarm call points.**

Position the High-Viz Warden Vest in an easy place for collections (probably near call points)
Ensure fire extinguishers and the fire blanket are available and approved (check date stamp)
If wheelchair bound people are present, establish the best escape route and assemble points prior to the event.

In the event of a Fire Operate the Alarm by breaking the glass and activating the switch (this only sounds the evacuation warning)

PHONE 111 for Fire Service location **Marsden Cove Marina Marquee**

48 Rauiri Drive, Marsden Cove, One Tree Point

Evacuate the Marquee – Fire Wardens to assist.

Ensure all LPG bottles are turned off before leaving if possible. Only if the fire is localised and you are experienced should you attempt to extinguish it with extinguishers present.

Communicate the quickest route to the Assembly area, the grass area outside the Marina Office.

Ensure no one returns to the Marquee until the All Clear is given.



Marquee Event Inspection Sheet



Event Name		
Event Organiser		PH:
		E-mail:
Fire Wardens (x2) Name		PH:
		PH:
Event Details	Set-up:	Pack-out:
Event Date/Time	Start:	Finish:
Marsden Cove Representative		PH:

Pre-Event Inspection Date:

Time:

Marsden Cove Rep:

Event Rep:

	Yes	No	Comments
Bond Received			
Public Liability Insurance Policy			
Fire & Evacuation Procedure Training Provided			
1 x Fire Extinguisher in Bracket			
1 additional Fire Extinguisher Received			
1 x Fire Blanket Received			
2 x Warden High Viz Vests Received			
Exit Lights working			
Hazard Identification			
Marquee in good working order			
Damage Report			
Area is clean			
Keys Received			
Comments:			

Marsden Cove Rep Signature:

___/___/___

Event Rep Signature:

___/___/___

Marquee Event Inspection Sheet



Post-Event Inspection Date:

Time:

Marsden Cove Rep:

Event Rep:

	Yes	No	Comments
Fire & Evacuation Alarm & Signage in working order			
1 x Fire Extinguisher in Bracket			
1 additional Fire Extinguisher Returned			
1 x Fire Blanket Returned			
2 x Warden High Viz Vests Returned			
Exit Lights working			
Marquee in good working order			
Damage Report			
All Rubbish Removed, Area is clean			
Keys Returned			
Comments			
Bond to be Refunded: Account Details			
Marquee Secured			

Marsden Cove Rep Signature:

___/___/___

Event Rep Signature:

___/___/___

Replacement Costs	
Fire Extinguisher	\$150
Warden Vests	\$40
Fire Blanket	\$50