



HUS Art Farm Event Management Plan

A. Function/Event Booking Policy

1. Hu's Art Farm will hold up to but no more than 25 functions and/or events per calendar year. Only one function and/or event will be held within any seven-day period between 09:00 - 23:00
2. Hu's Art Farm hours of operation:
Monday - Friday 09:00 - 22:00
Saturday 09:00 - 23:00
Sunday 09:00 - 17:30

Hu's Art Farm parking lot hours of operation:

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|-----------------|---------------|
| Monday - Friday | 09:00 - 22:30 |
| Saturday | 09:00 - 23:30 |
| Sunday | 09:00 - 18:00 |

B. Noise Policy

1. Failure to comply with noise regulations as stated below in our Terms and Conditions Contract will result in loss of bond and or immediate cancellation of the event.
2. Behaviour
 - 2.1. Hu's Art Farm endeavours to provide an exclusive, up market functions venue. Attire and behaviour is expected to be commensurate with this. Hu's Art Farm reserves the Right to exclude or eject any person(s) attending the function, or present on the property, if their conduct is deemed to be unacceptable.
 - 2.2. The hirer acknowledges Hu's Art Farm reserves the right to terminate any function if the co-operation of guests to the property is not obtained. The hirer also acknowledges that management may regard any breach of the stipulated noise requirements as justification for terminating a function.



- 2.3. Congregation of guests, provisioning of food or drinks outside is controlled, subject to noise levels after 8.00pm and all doors shall be fixed in the closed position after this time or as soon as music starts playing.
- 2.4. Upon the conclusion of a function guests are required to leave the property in an orderly and quiet manner. (Guests failure to comply may result in the forfeiture of the noise bond).
- 2.5. For evening functions in excess of 40 guests a \$500.00 noise bond will be invoiced with the balance of the venue fee. The noise bond may be forfeited if guests, in the opinion of Management behave in such a manner that excessive noise is generated. Management's decision is final as to the grounds that may constitute forfeiture of the bond.

C. Noise Limiting Device

1. HUS Art Farm will install and maintain the Noise Limiting Device as set out by the Consent
2. All amplified music inside the function room must comply with an internal reverberant noise limit of 85 db. The limiter has been installed by a qualified employee of DJ4You.
3. All amplified music must be played through Hu's Art Farm in-house audio system with a noise limiting device at the end of the single chain so it cannot be bypassed.
4. Hu's Art Farm has an exclusive contract with DJ4You. Using only one DJ company ensures that noise limits stipulated in our contract are adhered to.
5. There shall be no noise amplification device operating outside.
6. Any sound system used indoors (including that of a iPhone or DJ) must be played through Hu's Art Farm noise limiter, which is set at levels of noise below that permitted by Auckland District Council.
7. Whereby management considers noise to be excessive, further controls may be imposed at Management's sole discretion.
8. It is the hirer's responsibility to ensure their chosen entertainer understands Hu's Art Farm noise requirements and they are aware they have to operate using a noise limiter (designed to cut power if noise levels are exceeded for more than 20 seconds). A display monitor will operate with lights in green, amber and red.



D. Closing

1. Staff member will ensure that all guests not staying in the upstairs accommodation will be vacated off of the property within 30 minutes of the event finishing.
2. Times will vary on day of event and/or function.
3. Staff member will ensure doors and windows are closed and any guests waiting for rides must remain inside the function room until their ride arrives.
4. Staff will ensure any guest wanting to smoke outside will comply with noise policy as stated in Section B under behaviour.
5. Hu's Art Farm closes at 11:00pm. All dance music must end promptly at this time.
6. All guests at Hu's Art Farm are expected to have vacated the property by 11:30pm, except for the guests residing in upstairs accommodation.

E. Staff Training

1. Staff will have training regarding noise policy and there will be a sign posted in the venue with regards to noise rules.
2. The onsite manager will ensure a member of the bridal party reads the rules out to the guests.
3. The bridal party will provide the manger with a timeline of the wedding days events so all staff are aware.

F. Noise Complaints

1. NOISE COMPLAINT PROCEDURE

In the event of a complaint during the event the following actions shall be taken:

- 1.1.If notified by noise control a request will be made to take a reading at the complainants address.
- 1.2.If noticed by a neighbour a reading will be taken by our on site dB reader and time and noise recorded in our Noise Complaint Document.



- 1.3. The noise control officer must speak to the security staff at the event and/or contact Heather Jones the property manager on 021814090.
- 1.4. All noise control complaints received will be recorded in the Noise Complaint Document with the officers outcome of the complaint.
- 1.5. Upon completion of the noise monitoring, feedback will be provided to DJ4You and the guests hiring the venue and when necessary, the noise levels will be adjusted according to ensure compliance with the limits specified of no greater than 85dB LAeq inside gallery and no more than 50dB outside at the boundary.

G. Rubbish and Recycling

1. Hu's Art Farm provides the event and/or function with a skip bin from Throw n' Tow. They collect their bin the following day and this is taken to a sorting centre. Hirer is aware of this in the Terms and Conditions Contract.
2. The venue manager will make catering aware of use of this skip bin only.

H. On-Site Manager

1. On-site manager lives at 45B Croft Lane which is next door to venue. All staff will have managers cell phone number to contact.

I. Implementing Event Management Plan

1. On-site manager will ensure the event management plan is adhered to ensuring all staff and guests are aware of rules and regulations. Rules will be posted and read out to guests by a member of wedding party.

J. Annual Review

1. Pending any noise, nuisance or disturbance issue that have arisen Hu's Art Farm will identify and take measures to make any necessary changes to this Event Management Plan.