

Hiring our facilities

Wakatipu High School, 47 Red Oaks Drive, Frankton, Queenstown

Our theatre, gymnasiums, sports fields, kitchen and meeting spaces are available for hire outside school hours. We welcome community clubs, sports groups, businesses and private hirers. This sheet sets out what you can hire, what it costs and how to book.

Make an enquiry

Click the button above to open our online enquiry form.

What you can hire

Space	Description
Theatre	Auditorium, stage, backstage and control room. Minimum hire 2 hours.
Green Room	Performer preparation space next to the theatre.
Mātuitui	Large flexible learning and function space.
Waipuna	Flexible learning and function space.
Pouakai Double Gym	Two-court indoor gym with retractable divider and bleachers. Minimum hire 2 hours.
Pouakai Gym 2A or 2B	Single indoor court.
Gym 1	Single indoor court.
Changing Rooms	Available with a gym or field booking.
Sports Fields	Outdoor playing fields, charged per field.
Tennis Courts	Outdoor courts.
Library / Resource Hub	Quiet meeting and study space.
Board Room	Meeting room for small groups.
Learning Areas / Breakout Rooms	Classroom-sized rooms, available singly or in groups.
Foyer / Café	Entrance and servery area, often hired alongside the theatre.
Food Technology Kitchen	Teaching kitchen with multiple workstations.

When you can hire

The school is open for hire during the hours below, during school terms. School use always takes priority, so availability is confirmed for each booking.

Day	Available for hire
Monday to Friday	5.00pm - 9.00pm
Saturday	8.00am - 5.00pm
Sunday	10.00am - 3.00pm

Outside these hours, and during the school holidays, **the school is closed and must be specially opened**. These bookings are possible but need the Principal's approval, and are charged differently - see "Hiring outside these hours" below.

What it costs

All figures below exclude GST. Your quote will show every item separately, so you can see exactly what you are paying for.

Which rate applies to you

Category	Who it covers
School-related	School groups and activities run for our own students. No facility charge.
Community	Groups that meet all four of the tests below.
Private	Individuals and private functions - birthdays, family events, private gatherings.
Commercial	Businesses, and any event run to make a profit.

To be charged the community rate your group must meet all four of these:

- be a constituted not-for-profit organisation
- run the activity without profit to any individual
- be open to the public to join or attend
- be based in the Wakatipu Basin

If your group meets some but not all of these, tell us anyway - we will look at it case by case.

Hourly rates by space

Space	Community	Private	Commercial
Theatre	\$55	\$130	\$300
Green Room	\$20	\$40	\$65
Mātuitui	\$35	\$70	\$110
Waipuna	\$35	\$70	\$110
Pouakai Double Gym (2 courts)	\$55	\$110	\$175
Pouakai Gym 2A or 2B (per court)	\$32	\$65	\$100
Gym 1 (per court)	\$32	\$65	\$100
Sports Field (per field)	\$35	\$70	\$110

Space	Community	Private	Commercial
Tennis Courts	\$35	\$70	\$110
Library / Resource Hub	\$30	\$60	\$95
Board Room	\$25	\$50	\$80
Learning Area / Breakout Room	\$20	\$40	\$65
Foyer / Café	\$35	\$70	\$115
Food Technology Kitchen	\$50	\$95	\$150
Changing Rooms (per day, not per hour)	\$25	\$45	\$70

Per hour and excluding GST, except the changing rooms, which are a flat daily charge alongside a gym or field booking.

Longer bookings are capped

You never pay more than the cap for the day, however long you are on site:

- Half day, up to 5 hours - 4 times the hourly rate.
- Full day, up to 12 hours - 8 times the hourly rate.

For example: a community group hiring the theatre for a full day pays \$440 rather than 12 hours at \$55. Five hours of the same space is \$220, not \$275.

The changing rooms are a flat daily charge, so no cap applies to them.

Hiring outside these hours

The school is closed outside the hours listed earlier and during the school holidays. Opening it then means unlocking, lighting, heating and monitoring whole sections of the site rather than a single room, so these hours are charged by area rather than by room.

The site is divided into areas that open as a unit, and you are charged for each area your booking needs, whichever rooms inside it you use. All three gymnasiums are one area. The theatre and its green room are one area. The sports fields and tennis courts are one area. Each breakout room counts as an area of its own.

Outside core hours	Community	Private	Commercial
Each area, per hour	\$199.80	\$266.40	\$333.00
Hourly cap, however many areas	\$676.00	\$901.34	\$1,126.67

- These rates replace the hourly space rate for those hours - they are not added on top.
- The half-day and full-day caps do not apply outside core hours.
- The administration fee, any staffing and any bond are charged as usual.
- Every booking outside core hours needs the Principal's approval, so please ask early.

For example: a community club wanting a gymnasium from 5pm to 7pm on a Saturday, after the site has closed for the day, pays two hours at \$199.80 for that one area.

Package deals

Four packages bundle the spaces most often hired together into a single full-day price, covering up to 12 hours. Only the Conference Package includes the Food Technology kitchen.

Package	What it includes	Community	Private	Commercial
Performance	Theatre, Green Room, Foyer/Café and 2 breakout rooms	\$790	\$1,680	\$3,175
Conference	Mātuitui, 3 breakout rooms, Foyer/Café and the Food Technology kitchen	\$945	\$1,865	\$2,995
Tournament	Pouakai Double Gym, Gym 1, changing rooms and the Foyer/Café	\$920	\$1,820	\$2,890
Field Day	Two sports fields, changing rooms and the Foyer/Café	\$835	\$1,635	\$2,600

Administration and staffing fees are charged in addition to the package price.

Administration fee

One administration fee applies to each booking, based on how much arranging it takes.

Band	When it applies	Community	Private	Commercial
Simple	One space, one date, no set-up required	\$37.50	\$75	\$75
Standard	Several spaces on one date, or up to five dates on one space	\$87.50	\$175	\$175
Complex	Several spaces across several dates, technical set-up, or a public audience	\$175	\$350	\$350
Seasonal	A full term or sports season booked as one arrangement	\$125	\$250	\$250

Staffing

Some hires need a member of staff on site. Staffing is charged at the same rate for every hirer, and the hours needed are confirmed with your quote.

Staff	When required	Rate
Site Attendant	All Saturday and Sunday hires, any space	\$55 per hour
Theatre Technician	Theatre hires using stage lighting, sound or AV beyond the house lights	\$65 per hour

Bond

Bond	When it applies	Amount
Standard bond	Where you do not hold public liability insurance of \$2 million or more	\$500
Theatre bond	Private and commercial theatre hires, and any hire with a public audience	\$1,000

The bond is refundable. It is invoiced separately from the hire charge and returned after your hire once your property has been removed and the space left in good order. It is not part of the hire total.

Conditions of hire

Every hire is made under a Casual Use Agreement between you and the School Board of Trustees. The main points:

- The space is yours for the hours booked, for the purpose agreed - not for anything else.
- You set up and pack down within your booked hours.
- You remove your own rubbish and leave the space clean and tidy. Any damage is repaired at your cost.
- You follow the school's health and safety policy and the Health and Safety at Work Act 2015.
- No signage, advertising or alterations without our written permission.
- The school does not insure your property. You insure your own equipment and contents.
- The Ministry of Education strongly recommends you hold public liability insurance of at least \$2 million. Holding it also removes the standard bond.
- The Board may end an agreement by giving two weeks' written notice.

The full agreement is sent to you with your contract, before you commit to anything.

How to book

1. Send us an enquiry using the online form. Tell us the space, the date and the times you want.
2. We check the school calendar. School activities come first, so we confirm the space is genuinely free.
3. We send you an itemised quote, valid for 30 days. It shows the space charge, administration fee, any staffing and any bond, separately.
4. You accept. We send you the Casual Use Agreement and an invoice.
5. You return the signed agreement and pay the invoice. Your booking is confirmed at that point - not before.

Payment is due 7 days before your booking. If your booking is sooner than that, payment is due the day after the agreement is issued. GST is added to all charges.

Get in touch

Phone	03 442 7370
Email	office@wakatipu.school.nz
Post	Private Bag 50080, Queenstown 9348
In person	47 Red Oaks Drive, Frankton, Queenstown 9300

Facility hire is managed by the Business Manager. The quickest way to start is the enquiry form.

Make an enquiry