



22 April 2025

Ref: [REDACTED]

Civic House, 110 Trafalgar Street
PO Box 645, Nelson 7040, New Zealand

P (03) 546 0200

E LGOIMA@ncc.govt.nz
nelson.govt.nz



OFFICIAL INFORMATION REQUEST - VENUE MANAGEMENT CONTRACT 2024

I refer to your official information request dated 15 April 2025 for:

"...a copy of the date page, and the execution page, of the Contract for Management of Trafalgar Centre which was signed in 2024..."

The information you requested is enclosed. Some information has been redacted in reliance of section 7(2)(b)(ii) of the Local Government Official Information and Meetings Act in order to protect information where the making available of the information would be likely to unreasonably prejudice the commercial position of the person who supplied or who is the subject of the information.

You have the right to seek an investigation and review by the Ombudsman of this response. Information about how to make a complaint is available at www.ombudsman.parliament.nz or Freephone 0800 802 602.

Yours sincerely

Hannah Curwood
Manager Parks and Facilities

Internal Document ID: [REDACTED]

Encl: Date and execution pages of Venues Contract 2024, redacted

SCHEDULE 1 – REFERENCE SCHEDULE

Term	
Commencement Date (cl.3.1.1):	1 July 2024
Services Commencement Date (cl.3.2.1):	1 July 2024
Expiry Date (cl.3.1.1):	30 June 2027
Extension term (cl.3.3.1):	Three years
Maximum Term (cl.3.3.12):	Six Years from the Services Commencement Date
Lump Sum	
Annual Lump Sum (Schedule 8 – Payment Schedule):	Contract Year 1 (2024/25)
	Contract Year 2 (2025/26)
	Contract Year 3 (2026/27)
	(and should the contract be extended) Contract Year 4 (2027/28)
	Contract Year 5 (2028/29)
	Contract Year 6 (2029/30)
Representatives	
Contractor Representative (cl.17.1.1):	Kirsty Knowles, Director & GM of Operations
Council Representative (cl.17.2.1):	Contract Supervisor Facilities
Damages	
Maximum damages amount (cl.21.3.2):	\$100,000
Insurance	
Public Liability Insurance (cl.23.1.1):	Insurance amount \$20,000,000.00
Motor Vehicle Public Liability Insurance (cl.23.2.1):	Insurance amount \$5,000,000.00
Professional Indemnity Insurance amount (cl.23.4.1):	\$2,000,000.00
Miscellaneous	

EXECUTION

Executed as an agreement.

Dated

27 June

2024



Signed for and on behalf of
Nelson City Council:



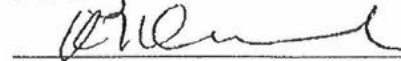
[Name of Authorised Signatory]

Signed for and on behalf of

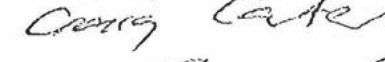
Community Leisure Management Limited

in the presence of:

) Kirsty Knowles.

) 

) Director

) 

) 

Director

Witness signature:



Witness name:



Occupation:

Digital Marketing Specialist

Address:

