

# MANA LITTLE THEATRE

## Holiday Programme Terms and Conditions

April 2026

*Mana Little Theatre 'Play in a week' holiday programme may be referred to as Mana Little Theatre Programme', 'Mana Little Theatre holiday programme', or 'the programme' in the following Terms and Conditions.*

### 1. PAYMENT REGISTRATION

- 1.1 **Mana Little Theatre Programme:** Enrolling in the Mana Little Theatre Holiday Programme secures a booking for the whole 5 days (referred to as 'the week'), and participation for the whole week is expected due to the performance at the end of the week. Irrespective of attendance, unless prior notice that a child will not be able to participate in the full programme (minimum 72 hours) payment is still required and is expected by the date due on the invoice. Parents/caregivers and children are responsible for programme attendance.
- 1.2 **Programme Length:** Mana Little Theatre Holiday Programme runs for the length as stated on the enrolment form.
- 1.3 **Late payment:** Late payment constitutes default under this agreement and Mana Little Theatre may withdraw children from the programme at their discretion. The child's spot on the programme may be offered to others. Additional administration fees may be charged to overdue accounts.
- 1.4 **Early Drop Offs or Late pick-ups:** Children arriving earlier or collected later than the outlined pick up and drop off times will incur extra charges. For late collections after the conclusion of the programme, you will be charged \$20 per 15 minutes or part thereof.
- 1.5 **Indemnity:** The parent/caregiver agrees to indemnify Mana Little Theatre against all costs, whether commissions, legal fees or otherwise, incurred by Mana Little Theatre relating to the recovery of any monies that may be outstanding from time to time pursuant to the terms of this agreement.
- 1.6 **Discontinuation:** Mana Little Theatre reserves the right to discontinue any child for reasons including, but not limited to, inappropriate behaviour and non-payment of fees.

### 2. REFUNDS

- 2.1 **Mana Little Theatre Holiday Programme Missed Sessions:** No refund will be given where a day or part day on the programme is missed. Mana Little Theatre Holiday Programme charges for the week's experience, not per day. If a child becomes ill and cannot continue the programme, Mana Little Theatre may offer a part refund.

### 3. CHILD HEALTH AND SAFETY

- 3.1 **Medical information:** In the interests of your child's well-being, whilst in the care of Mana Little Theatre, the theatre must be informed of any medical or other condition affecting your child. This information should be included in your 'Child's Details' on your enrolment form, and updated via email to [manalittleplayers@gmail.com](mailto:manalittleplayers@gmail.com) if conditions develop or change.
- 3.2 Mana Little Theatre is not responsible for children outside of the agreed programme time or for a child making their way to and from the theatre.
- 3.3 **Health and Safety Emergencies:** In an emergency situation where your child needs medical attention, staff will ensure that every effort possible is made to get hold of the parents/caregivers/emergency contacts. If contact is unsuccessful, I authorise any person (acting through the staff and committee of Mana Little Theatre) in the event of any accident or illness to my child, to take all such steps as may be necessary for the proper treatment and care of my child (as advised by a duly qualified and registered medical practitioner).
- 3.4 Parents/caregivers are expected to be able to collect their child at any time if they become unwell, jeopardise the safety of other children or staff at the programme, or are identified as a health risk to other children or staff at our programme.
- 3.5 Mana Little Theatre is committed to the recognition and prevention of abuse of children within our programme and the community and supports the roles of statutory agencies such as the Police and the Ministry for Children (Oranga Tamariki).

### 4. PRIVACY AND COPYRIGHT

- 4.1 **Advertising:** Mana Little Theatre will occasionally video / photograph sessions and may use video footage or pictures for promotional or training purposes. You agree to your child's image/s being used, unless written notification to the contrary is provided at enrolment. If any images are going to be used more widely you will be contacted and an agreement arranged.
- 4.2 **Personal information:** Mana Little Theatre collect, use and share your information in accordance with the Mana Little Theatre Privacy Policy. The most current version of our Privacy Policy for Holiday Programmes can be found on the theatre website.
- 4.3 **Copyright:** Children/Parents/Caregivers undertake not to make copies of any Mana Little Theatre Programme material, and/or use our intellectual property rights and content unless authorised to do so by Mana Little Theatre in writing.

### 5. GENERAL

- 5.1 I consent to my child participating in/attending activities arranged by Mana Little Theatre Programme, as well as travel by private vehicle or public transport/alternative transport services in the case of an emergency.
- 5.2 **Belongings:** Mana Little Theatre takes no responsibility for any loss or damage to children's property while in our programmes.
- 5.3 **Currency:** All enrolment and administration fees are processed in New Zealand dollars

5.4 **Physical Address:** Mana Little Theatre, 9 Sunset Parade, Plimmerton, Porirua 5026

5.5 **Policy Review:** These terms and conditions will be reviewed annually to ensure they are still fit for purpose.