

VENUE EXPENSES

DRAFT ASSESSMENT OR CLAIM FORM

THE DEPARTMENT OF INTERNAL AFFAIRS

Te Tari Taiwhenua

CORPORATE SOCIETY NAME:

VENUE NAME:

NUMBER OF MACHINES OPERATED:

HOURS OF OPERATION PER WEEK:

NAME OF PERSON COMPLETING FORM:

General notes:

- Claimed costs must be incurred by the venue.
- Claimed costs must be listed in the venue agreement.
- Cost limits are set by Gazette Notice and must not be exceeded.
- Claimed costs must conform to the categories on this form.
- Venues cannot claim for the performance of tasks that are actually performed by third parties. The total cost of the services (venue incurred and third party incurred) must conform to the limits.
- Evidence of costs may be required.
- Limits are GST exclusive (where applicable).

Expense Claim Details

A. Hourly Costs Limit = _____ per week (Note 1)	(i) Labour	\$		
	(ii) Electricity	\$		
	(iii) Fees (Note 4)	\$		
	Hourly Sub Total (i + ii + iii) (Note 1)		\$	Per Week
B. Weekly costs Limit = _____ per week (Note 2)	(iv) Labour	\$		
	(v) Rent and rates	\$		
	(vi) Insurance	\$		
	(vii) Interest	\$		
	(viii) Fees (Note 4)	\$		
	Weekly Sub Total (iv + v + vi + vii + viii) (Note 2)		\$	Per Week
C. Venue costs Limit = \$ 800 per week (Note 3)	(ix) Labour	\$		
	(x) Security	\$		
	(xi) Capital costs reclaimed (Note 6)	\$		
	(xii) Fees (Note 4)	\$		
	Venue Sub Total (ix + x + xi + xii) (Note 3)		\$	Per week
	Total Claim for the week (A + B + C) (Note 5)		\$	
		GST	\$	
		TOTAL	\$	

note 1 Hourly costs cannot exceed \$0.60 per hour per machine of gaming machine operation (Limit A). Express the claimed amount as a weekly total, for example \$0.60 * 18 machines * 120 hours = \$1296 per week.

note 2 Weekly costs cannot exceed \$75 per machine per week (Limit B). Express the claimed amount as a weekly total, for example \$60 * 18 machines = \$ 1080 per venue per week.

note 3 Venue costs cannot exceed \$800 per venue per week (Limit C)

note 4 Fees cannot exceed 25% markup over the other costs in the relevant cost category (hourly, weekly, or venue). For example if you have \$1000 in weekly costs, fees in the weekly cost category cannot exceed \$250 per week.

note 5 Total claim for the week is the sum of Hourly, Weekly and Venue costs for that week.

note 6 Capital Costs are capital expenditures made by a venue that a society has agreed to repay with a weekly amount.