



## Information about hall and meeting room hire

The Centre has a hall and two meeting rooms available for hire which can be hired separately. The spaces have recently been renovated and we are excited to have them available for wide community use.

Please read the information about the hall and meeting rooms and the terms and conditions of hire. If you are interested in requesting to hire the space, please complete the form, confirm your agreement to the terms and conditions and return the form to [community@arovalley.org.nz](mailto:community@arovalley.org.nz)

If you have any questions please contact us: [community@arovalley.org.nz](mailto:community@arovalley.org.nz) or 04 384 8499

<b>Amenities: hall</b>	
hall measurements	7.5m x 13.8m
capacity	125 people (we recommend 100)
parking	No general parking, drop-off of goods only
heating	2 heat pumps
tables	10 trestle tables
chairs	40 stackable chairs
kitchen	a well-equipped kitchen with cutlery, crockery, double dish draw, water heater.
emergency exits	3
toilets	3, one accessible Baby change facility

<b>Amenities: meeting room</b>	

<b>Specifications: PA system</b>	
We have a PA system available for hire at an additional cost. The hire cost includes set-up and pack-down by a professional support person.	
console	with 8 microphone inputs (XLR) & 2 x stereo inputs on ¼ inch jack
speaker system	Bose with controller and cabling
microphones	2 x SM58 vocal mics and stands
cable	3.5 cable to plug into external devices



## Aro Valley community hall hire rates (GST inclusive)

<b>Hall</b>	
<b>off peak</b> Mon to Fri up to 5:00 pm	\$20 per hour
<b>peak</b> Mon to Fri after 5:00pm, weekend daytime hours	\$30.00 per hour
<b>evening function / event</b> 4:30pm—12:00am	\$360.00 for evening

<b>Additional costs</b>	
cleaning fee for events	\$60.00
event bond (refundable)	\$250.00
Bond for shorter time or regular users	\$50.00

<b>PA system (optional extra)</b>	
PA system hire	\$130.00
PA bond (refundable)	\$250.00

<b>Meeting room</b>	
<b>off peak</b> Mon to Fri up to 5:00 pm	\$ 15 per hour
<b>peak</b> Mon to Fri after 5:00pm, anytime at weekend	\$ 17.50 per hour



## Things to know before the event

### To book

If you wish to request to hire the space:

- read through this information
- agree to the terms and conditions and complete the booking inquiry on page 7
- return it to the Centre [community@arovalley.org.nz](mailto:community@arovalley.org.nz)
- if we are able to accept the booking, an invoice will be sent to you
- the booking will be confirmed when payment has been made in full.

### Payment

Full payment for the hall hire is required before the event date and must be made within 7 days of the invoice, or sooner if the booking is at short notice.

If a bond is applicable, please provide your nominated bank account for reimbursement.

### Changes to your booking

If you need to cancel your booking, please let us know as soon as possible so the hall can be available for other users. You must let us know at least 72 hours before the event in order to secure your refund.

Occasionally you may be asked (in advance) to change your booking, in the case of a public event. We would re-book or refund you.

### Access

We will send out access details once the booking is confirmed. If possible, please come into the Centre prior to your event to familiarise yourself with the space.

### Alcohol and your event

You need a Special Licence if:

- You are planning to sell alcohol at your event to those attending
- You are selling tickets to an event in which alcohol is supplied free of charge, (the price of the alcohol is deemed to be included in the price of the ticket)
- You are accepting a koha/donation for your event

You need to apply for your Special Licence at least 20 working days prior to your event. You are responsible for investigating and applying for a licence if needed. For application and fee information, go to [www.wellington.govt.nz](http://www.wellington.govt.nz), select 'Services A-Z' then choose 'Alcohol Licensing' and apply for the licence you require. Alternatively call 499 4444 and ask to speak to the Public Health team for details.

You are responsible for making sure you comply with the law and for any associated costs.

### Responsible host

If you are providing alcohol as a responsible host you need to:

- Prevent intoxication – ensure alcohol is consumed responsibly
- Ensure alcohol is not provided to and consumed by under 18's
- Provide substantial food at your event



- Provide water and non-alcoholic drinks
- Advise safe transport options to ensure your guests get home safely
- Look after your guests and be mindful of noise and disturbances to neighbours

**Damage**

- As the hall hirer you are personally responsible for any damage to the hall or furniture, fittings, fixtures, appliances and equipment. By hiring the hall, you agree to pay for any damages that are incurred. This will be taken out of your bond and extra charged if needed.
- Aro Valley Community Council is not responsible for any damage to or loss of any property you bring on to the premises. We strongly advise you to have adequate insurance to cover your property.

**Kitchen facilities & rubbish**

The kitchen is well-equipped but you will need to bring:

- your own teatowels and dish clothes
- rubbish bags.

**Cleaning**

- If you're having a function, you'll need to pay for the cleaning after the function. This is an additional payment for us to have the floors mopped and the bathrooms cleaned. You will need to leave the hall tidy and kitchen clean with all dishes washed and put away.
- For other events/activities you may elect to do the cleaning yourself. You need to ensure the space is clean: everything put away, floors swept and mopped if necessary, toilets tidy, kitchen clean with all dishes washed and put away, rubbish removed.

**Parking**

No general parking is available on site. If required, we can provide access for a vehicle to drive in from Aro Street to load and unload. The chain across the driveway must be promptly locked behind you.

**Emergency Procedures**

Please ensure that you and your group know what to do in an emergency such as fire or earthquake. You will find this information in the Emergency Evacuation Procedures document attached and located in the kitchen of the hall.

You must advise attendees of your function about emergency procedures at the beginning of your event and have a nominated person to act as the coordinator in the event of an emergency.

**During the event****Time**

All functions on Friday and Saturday must finish by midnight and Sunday by 10pm. There must be no music or noise after this time and you must clear up and leave the hall before midnight.

**Health & Safety Procedures**



You are responsible for the health and safety of attendees.

- The hall has a maximum occupancy of 125, we recommend 100.
- Allow time to familiarise yourself with the emergency procedures prior to the event, including the location of exits and the assembly point. A copy of the Emergency Plan is available in the kitchen.
- Appoint someone to be the coordinator in the event of any emergency and ensure they familiarise themselves with the procedures. Let attendees know who this coordinator is.
- Brief attendees on health and safety procedures at the start of your event – a guide on what to cover is available in the kitchen.
- If the fire alarm is set off without due cause, you will be liable to pay the \$1500 + GST charge to Fire and Emergency New Zealand.
- First Aid – a kit is kept in the kitchen for basic first aid for minor incidents.
- If any incident occurs involving attendees, the call-out of other services, or damage to property, please complete an Incident Form, found in the Emergency Folder in the kitchen and let us know as soon as possible.

#### **Decorations**

You are welcome to decorate the space but please use blue tack on walls, not staples or pins and remove all decorations when you leave.

#### **Open flames & smoke machines**

Do not use any equipment that generates flames or smokes e.g. candles. Do not use smoke machines as they set off the fire alarms.

#### **Noise control**

Please be considerate of neighbours and keep music and other noise to a reasonable level.

#### **Behaviour**

You are responsible for the behaviour of those attending your event. Please have in place processes for supporting good behaviour. If there are problems on the night get the help you need from the Police or from WCC Noise Control.

#### **Aro Valley Community Centre is a drug free, smoke free and vape free space**

#### **Legislation, By-Laws and Governing Bodies**

You must comply with current legislation, by-laws and the rules of your governing body.

### **After the event**

#### **Cleaning**

Please leave the hall, kitchen, meeting room and toilets as you found them when you arrived, with everything clean and tidy and put away.

Mops, brooms and other hall cleaning equipment are in the cleaning cupboard in the hallway.  
Kitchen cleaning equipment is under the sink in the kitchen.



- Sweep floor (if you have paid a cleaning fee this is not required but ensure any spills have been cleaned up)
- Rubbish bagged and removed
- All furniture returned to its designated area
  - Chairs and trestle tables stacked in storage cupboard
  - NOTHING stored in front of Exits
- Kitchen – ensure dishes are washed and put away. Remove leftover food and drink from fridge. Sweep and mop floor if needed
- Remove all your belongings/equipment (including any hired items) from the venue immediately after your event
- Check toilets – please clean up any excessive mess.

**Rubbish**

There are special bins for rubbish, recycling and glass. You must empty these and dispose of all rubbish appropriately after your event.

**Electrical appliances**

Turn off all heating, lights and kitchen appliances.

**Security**

Lock all windows and doors. Please check throughout the space in case someone else opened a door or window.

**1. Aro Valley Community Hall - FAQ and information**

1. *Do you have tables and chairs?* Yes, we have 10 trestle tables, and 40 - 50 chairs.
2. *What's the capacity of the hall?* 125 people maximum. We recommend 100.
3. *Do you have a PA system?* Yes, at an additional cost (see details in specifications).
4. *Do you have a kitchen?* Yes, and access is included in the hire (see details in specifications page 1, and costs page 2).
5. *Do you have parking?* No, except for mobility access and 1 space for hirer's car.
6. *How do I access with a car for dropping off/picking up/parking, when hiring?* We will provide key access to the driveway.
7. *How do I access the hall?* We will provide access code and key in the week of your event.



8. *Do you have issues about the noise/neighbours around the hall?* When you hire Aro Valley Hall for a function (or music workshop/event), you will need to give notice to neighbours by delivering a notice from AVCC to letterboxes in the nearby streets (we will provide you with the notice on the week of your event, allow about 10-15 minutes for delivery).
  
9. *Do you have an alcohol licence?* We do not have a licence to sell alcohol, but you are welcome to arrange BYO for your private event. If you are planning to sell alcohol, or your event is ticketed, you will need to apply for a licence directly with Wellington City Council.
  
10. *Can we use the ball court and the park? Do I need to book this with you?* We are not in charge of the Park, and to use the Park for a larger event you will need to contact the Park and Reserves team at WCC. For the ball court: it is part of AVCC grounds but it is a public and open space for people to use and AVCC does not close it for events or assure the space will be available. \*The suggested time for using the ball court is until 9pm.
  
11. *What are the fees for function hiring?*  
 \$360 for function hiring (4:30pm till midnight)  
 \$60 cleaning fee (we will arrange)  
 \$250 bond (refundable)

<b>Aro Valley Community Hall Hire Agreement</b>	
<b>Hirer's name:</b>	
<b>Organisation:</b>	
<b>Phone/mobile:</b>	<b>Email:</b>
<b>Date requested:</b>	<b>Hours requested:</b>
<b>Type of event:</b>	
<b>Which category do you fit within under current Covid-19 restrictions:</b>	
<b>No. of attendees expected:</b>	
<b>PA requested for one-off events:</b> <i>(note: additional cost, see page )</i>	<b>Y / N</b>
<b>If yes: microphone required:</b>	<b>Y / N</b>
<b>If yes: What playback device for music will you use? (we have a 3.5 mm jack)</b>	



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<b>Bank account and details for returning bond (if applicable)</b>	

- I have read the terms and conditions of the community hall hire agreement and I agree to abide by them. I understand that I will lose my bond if conditions of hall hire are breached. I agree to cover all costs of any damage to the hall that occur while I am using it.*
  
- I have reviewed and commit to complying with government requirements for operating my activity/event under current Covid-19 requirements.*

**Name:**

**Signature:**