



Information about hall and meeting room hire

The Centre has a hall, a small meeting room, and the old CAB building available for hire which can be hired separately. The spaces have been renovated in 2023, and we are excited to have them available for 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

If you have any questions, please contact us: community@arovalley.org.nz or 04 384 8499

Amenities: hall	
hall measurements	7.5m x 13.8m
capacity	125 people (we recommend 100)
parking	No general parking, drop-off of goods only, mobility parking may be arranged
heating	2 heat pumps
tables	10 x (183x77cm) trestle tables 3x small trestle tables
chairs	30 stackable black chairs, 50 white outdoor chairs (Can be used inside)
kitchen	kitchen with fridge freezer, domestic stove, water heater, cutlery, 60 dinner plates, 50 sides plates, 70 mugs, 30 sml glasses, 2 large coffee plungers x2, large teapot.
emergency exits	3
toilets	3, one accessible with Baby change facility

Amenities: small meeting room	
capacity	6 people max
equipment	2 seater couch, coffee table, 4 chairs.

Amenities: CAB Building	
capacity	10 people max
equipment	Heater, Standing Desk, 10 chairs, Whiteboard, Bathroom, Kitchenette

Specifications: PA system : 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	JBL with 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)

Hall	
*function / event means daytime function with +10 people, or weekend evening function.	
off peak Mon to Fri up to 5:00 pm	\$20 per hour
peak Mon to Fri after 5:00pm	\$30 per hour
evening function / event * Event must finish by time below and hall must be cleaned and vacated an hour later. Fridays 4:30 – 10pm, hall to be vacated by 11pm. Saturday 4.30 – 11pm, hall to be vacated by 12pm. Sunday 6.00 - 9pm, hall to be vacated by 10pm.	\$300.00 \$360.00 \$240.00
daytime function / event *	\$60 per hour
Small meeting room	\$ 20 per hour
CAB Building	\$ 30 per hour

PA system (optional extra)	
PA system hire	\$150.00

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



Things to know before the event

To book

If you wish to request to hire the space:

- read through the following information
- agree to the terms and conditions and complete the booking inquiry on page 7
- return it to the Centre 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. Bond usually processed within 10 business days of event.

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. If everything is in order, and invoice is paid, a timestamped electronic key code will be sent to the hirer via text and email 24 hours before your event.

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, 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

You will need to bring:

- your own tea towels and dish cloths
- rubbish bags and recycling bags
- recycling and rubbish bins are available for use and can be found in the storage room.

Cleaning

- If you're having a function, you will need to sweep and mop all floors, vacuum foyer, leave kitchen clean with all dishes washed and put away, toilets and handbasins cleaned.
- Cleaning gear and instructions are in the cleaning cupboard inside the storage room.
- We may be able to assist you in booking post function cleaning (event must still finish at the booked time). This will require an additional payment to have the floors mopped, carpet vacuumed and toilets cleaned.
- For other events/activities you must 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 and 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
<p>Time</p> <p>All functions must end by 10pm Fridays, 11pm Saturdays and 9pm Sundays. There must be no music or noise after this time and you must clear up and leave hall by the end of the following hour.</p>
<p>Health & Safety Procedures</p> <p>You are responsible for the health and safety of attendees.</p> <ul style="list-style-type: none"> ● 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.
<p>Decorations</p> <p>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. Pins may be used on the soft panel on interior wall of hall.</p>
<p>Open flames & smoke machines</p> <p>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.</p>
<p>Noise control</p> <p>Please be considerate of neighbours and keep music and other noise to a reasonable level.</p>
<p>Behaviour</p> <p>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.</p>
<p>Aro Valley Community Centre is a drug free, smoke free and vape free space</p>
<p>Legislation, By-Laws and Governing Bodies</p> <p>You must comply with current legislation, by-laws and the rules of your governing body.</p>



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, vacuum, buckets and toilet cleaning equipment is inside/next to the cleaning cupboard in the storage room.

(Please note there are separate mops for mops, one toilets only, one kitchen only and one for hall and passage)

Kitchen cleaning equipment is under the sink in the kitchen.

(Please note, we have a cleaning cloth colour code, see kitchen wall)

- Sweep/vacuum & mop floors (if you have paid a cleaning fee this is not required but please ensure any spills have been cleaned up)
- Clean toilets, basins, mop toilet floors, empty paper bins (if you have paid a cleaning fee this is not required but please clean up excessive mess)
- All rubbish and recycling is removed
- All furniture returned to its designated area
 - Trestle tables wiped and stacked in storage cupboard
 - Black chairs stacked in hall corner, white chairs stacked in storage room
 - NOTHING stored in front of Exits
- Kitchen – ensure dishes are washed and put away, kitchen surfaces are wiped. Wipe inside oven, stovetop & microwave if used. Remove leftover food and drink from fridge.
- Remove all your belongings/equipment (including any hired items) from the venue immediately after your event

Rubbish

There are labelled bins for rubbish & recycling available for your use. You must empty these and dispose of all rubbish & recycling appropriately after your event. These can be found in the storage room.

Electrical appliances

Turn off all heating, lights and kitchen appliances. (Please do not turn oven off at the wall)

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 30 indoor chairs and 50 white plastic outdoor chairs which can be used inside or out.
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 vehicles displaying a mobility permit. We will provide key access to the driveway.
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?*
 - \$300.00 Friday pm
 - \$360.00 Saturday pm
 - \$280.00 Sunday pm
 - \$250 bond (refundable)

