

# User's Guide

## Ngātea War Memorial Hall

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### Hall Hire Information and Conditions

78 Orchard West Road, Ngātea 

P 07 862 8609 or E [info@hauraki-dc.govt.nz](mailto:info@hauraki-dc.govt.nz) 

<https://www.hauraki-dc.govt.nz/facilities/halls> 

# Welcome

Thank you for hiring the Ngātea War Memorial Hall. This manual provides guidance on using the facility safely and responsibly. Please read carefully and ensure all event organisers and users are familiar with the contents.

## Key collection and access

Keys can be collected from the Hauraki District Council office during business hours (Mon–Fri, 8:00am–4:30pm). Please return keys to the same location after your event. Duplicating keys is not permitted.

## Capacity

The main hall can hold approximately 300 persons.

### Hall facilities include:



#### Stage

The stage lighting and sound system is available on request. Instructions for use is located near the stage.



#### Kitchen

- Fridge, ovens, sink, hot water tap, dishwasher and microwave. Instructions for use of appliances are located in the kitchen.
- Crockery (an additional cost may apply).



#### Folding tables and chairs

- 70 chairs and 10 tables (approx.) are in the main hall area.
- 180 chairs and 27 tables (approx.) are located in storage area.



#### Cleaning equipment

Located in storage area to the side of the foyer.



#### Windows and heater

The control panel for operating windows and the heater are located near the Foyer/ Main Hall entrance.

### Emergency and safety procedures



#### Emergency Exits

As shown on the floor plan - please do not obstruct.



#### Fire Extinguishers

Clearly marked on the floor plan. Please familiarise yourself and other users with their locations.



#### Fire Hose Reel

Clearly marked on the floor plan. Please familiarise yourself and other users with their locations.



#### Fire alarm

Manual call point to activate fire alarm.



#### First Aid Kit

A basic first aid kit is attached to the wall in the kitchen.



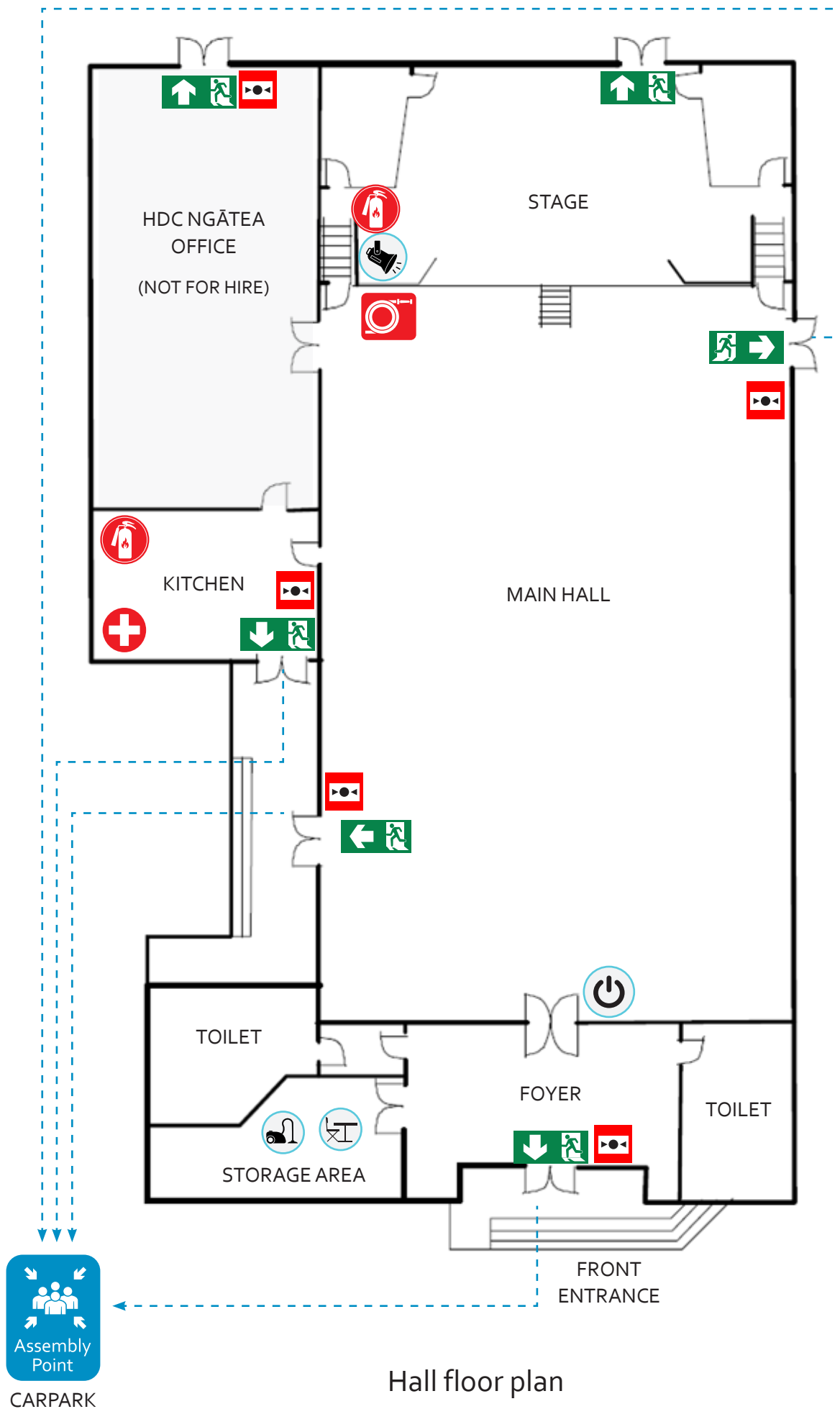
#### Evacuation plan

Please ensure all attendees are aware of exit routes and the assembly point located in the carpark.



#### Accidents or damage

Please report all accidents, near misses or damages immediately to Council - phone 07 862 8609.



# Event guidelines

## Noise levels

Must comply with Hauraki District noise regulations, keep music volume to a reasonable level.

## Setup and clean-up

Ensure your booking time includes sufficient time for setup before the event and clean-up afterward.

All rubbish must be removed from the site, and users must clean up after their event.

## Alcohol

A Special Licence is required if alcohol is sold. Notify Council at least 20 working days in advance of booking. Any events involving alcohol will be charged an extra \$50 cleaning fee.

## Smoking/Vaping

Prohibited indoors.

## Decorations

Use non-damaging materials (no nails, pins, or glue).

## Animals

Not allowed inside without prior approval from Council or they are service animals.

## Cleaning the facility

- Please leave the hall in a clean and tidy condition.
- Clean all used tables, chairs, kitchen surfaces and floors.
- Remove all rubbish (no rubbish collection service is provided).
- Return all chairs and tables to their original positions as shown on the floor plan.
- Failure to clean adequately may result in loss of bond or additional cleaning fees may apply.

## Damages

Users are responsible for any damage to the hall or its equipment.



## Departure checklist

Before leaving the hall, ensure the following:

- ☐ All lights and appliances are switched off
- ☐ Doors and windows are locked
- ☐ Keys are ready for return
- ☐ Hall is clean and tidy

## Contact in Case of Emergency

Fire / Police / Ambulance: **111**

Council After-Hours Service: (07) 862 8609  
(follow prompts)

## Feedback and issues

If you encountered any issues during your hire or have suggestions, please contact Council

E [info@hauraki-dc.govt.nz](mailto:info@hauraki-dc.govt.nz)

P (07) 862 8609

