

User's Guide

Waihi War Memorial Hall



Hall Hire Information and Conditions

41 Seddon Street, Waihi 

P 07 862 8609 or E info@hauraki-dc.govt.nz 

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

Welcome

Thank you for hiring the Waihi Memorial Hall. This brochure 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

- Small Hall/Lounge: Approximately 50 persons
- Large Hall: Approximately 300 persons
- Whole complex: Combination of both halls

Hall facilities include:



Stage

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



Kitchen

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



Folding tables and chairs

- 60 Black fabric chairs (approx.) are stored in the small hall/lounge area.
- 140 grey and green chairs and 25 black plastic chairs (approx.) are located in the under stage area.
- 27 trestle tables (approx.) are located in the under stage area.



Cleaning equipment

Located in the kitchen closet.



Windows

The control panel for operating the windows in main hall are located near the main stage.



Heat pump for small hall/lounge.



Lights, main hall heater and fan
Control panels in foyer cupboard.

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.



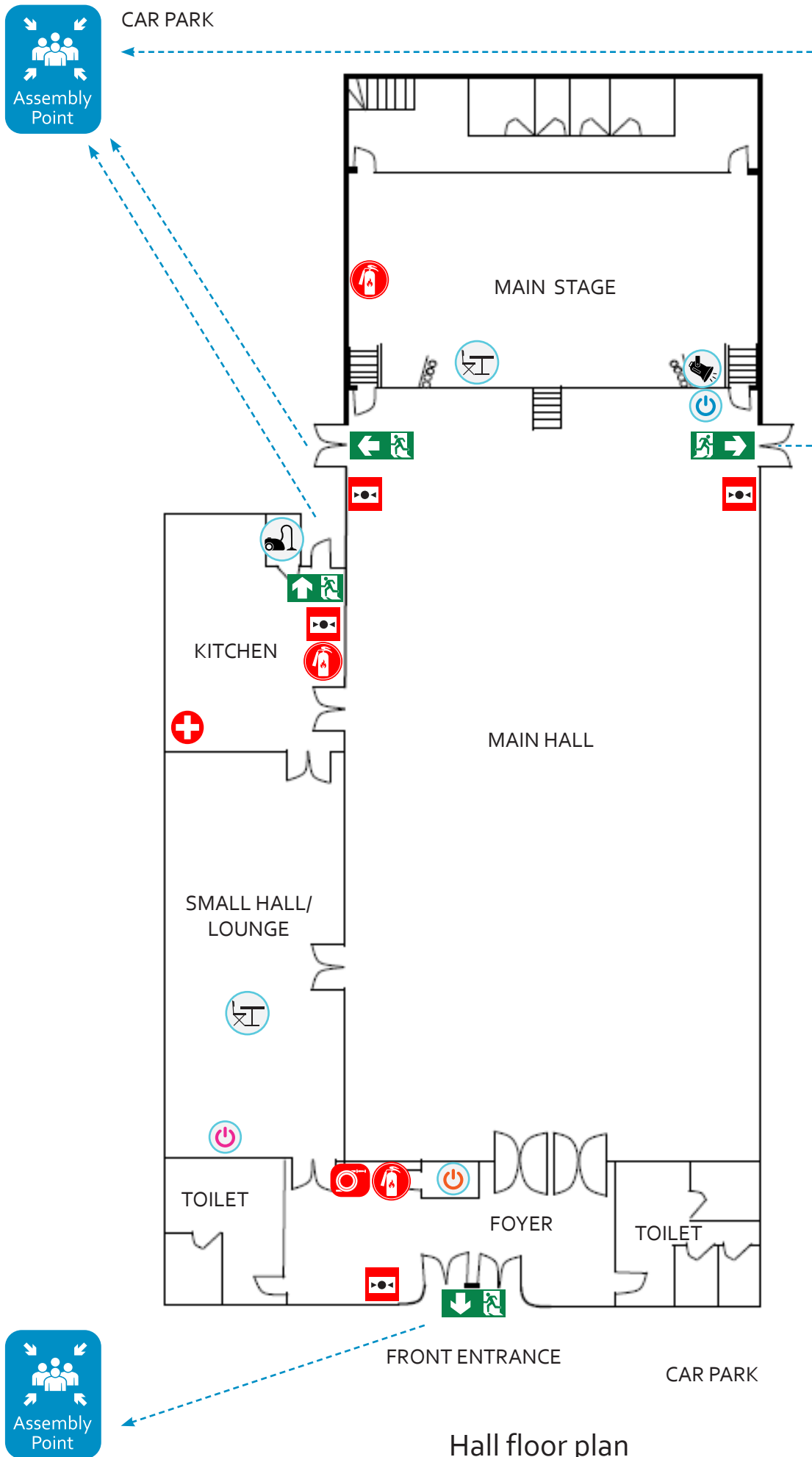
Evacuation plan

Please ensure all attendees are aware of exit routes and the assembly points 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

P (07) 862 8609

