

ORATIA SETTLERS HALL – 565 West Coast Road, Oratia

hall@oratia.org.nz

Phone 09 889 0377

Outside Entrance



Double doors lead to internal entrance and single door leads to kitchen

Pricing (guide):

Bond \$300

12-hour hire \$400

9-hour hire \$350

Hourly rate (guide) \$40, varies according to purpose, number etc. Minimum hire generally 4 hours. Surcharge \$25 hires less than 6 hours.

Cleaning charge optional

Plenty of parking

Inside Entrance



Access to main hall through double doors on the right

Ladies' toilets straight ahead; other toilet facilities accessed from main hall



No alcohol or glass to be taken outside

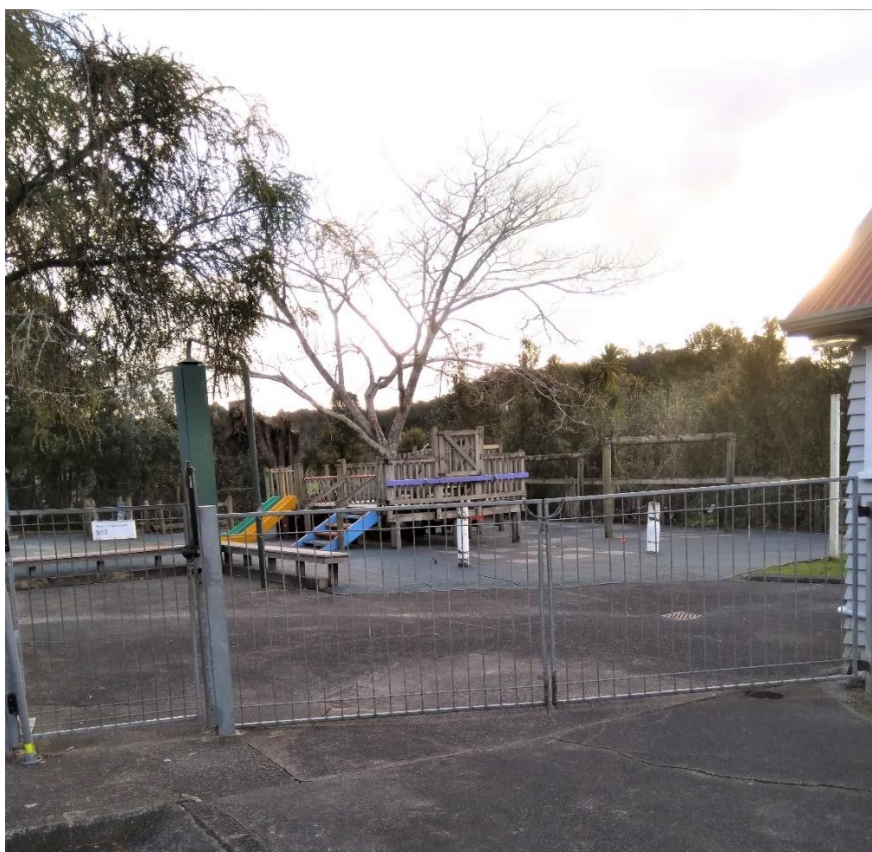
Lighting with a naked flame is not allowed. BBQ outside is allowable. Smoking is not allowed in the buildings, on the decks, in the playground or at the entrances.

Deck



Deck -access from entrance and inside the main hall via ranchsliders

Playground is at the rear and is accessed via the path RHS of deck. It may or may be not available during your hire (please inquire). Definitely, no access after dark, no alcohol or glass, no smoking!



Hall



Main hall stage with tables stored under

Access to stage via LHS and RHS of stage and pullout stairs (stored under stage)

Note - wooden rails for tying decorations to.

No sellotape, staples, tacks, nails! Use only blutac and string!

No inorganic (eg foil) confetti or other decorations outside, they are bad for the environment and are hard to pick up. Use paper ones.

A ladder is provided.



Capacity 150 but maximum 120 formally seated

Main hall 8metres wide x 14 metres long plus 2 'wings' 2.9 m wide by 9m long.

These wings can each comfortably hold 4 2.4 metre tables each seating 8 people.

88 lounge chairs and 40 plastic chairs (more available on request)

Ranchsliders lead to deck



8 8-seater tables (2.4 metres long, 750mm wide)



9 6-seater tables (1.8 metres long x 750mm wide)



5 extra tables if needed (suitable for serving only) (2.4 metres long x 750mm wide)

Also, 4 square tables 750mm x 750mm (no photo)

Kitchen – this is not a commercial kitchen! Not suitable to cook a meal for 100 people from scratch!



One stove including oven

One additional oven

Microwave

Fridge/freezer

Urn

Electric kettle

Commercial dishwasher

Door leads to entrance

Additional door to main hall

Servery opens out onto wing of main hall

100 cups

You need to provide your own catering and serving equipment and plastic bags for rubbish.

Bar/service area



Drinks fridge

Sink

Severy opens out onto other wing of the main hall

Bathroom facilities



Ladies – 2 toilets

Mens – 1 toilet plus 2 urinals

Accessible toilet

Baby changing table

Toilet paper, hand soap and paper towels are provided

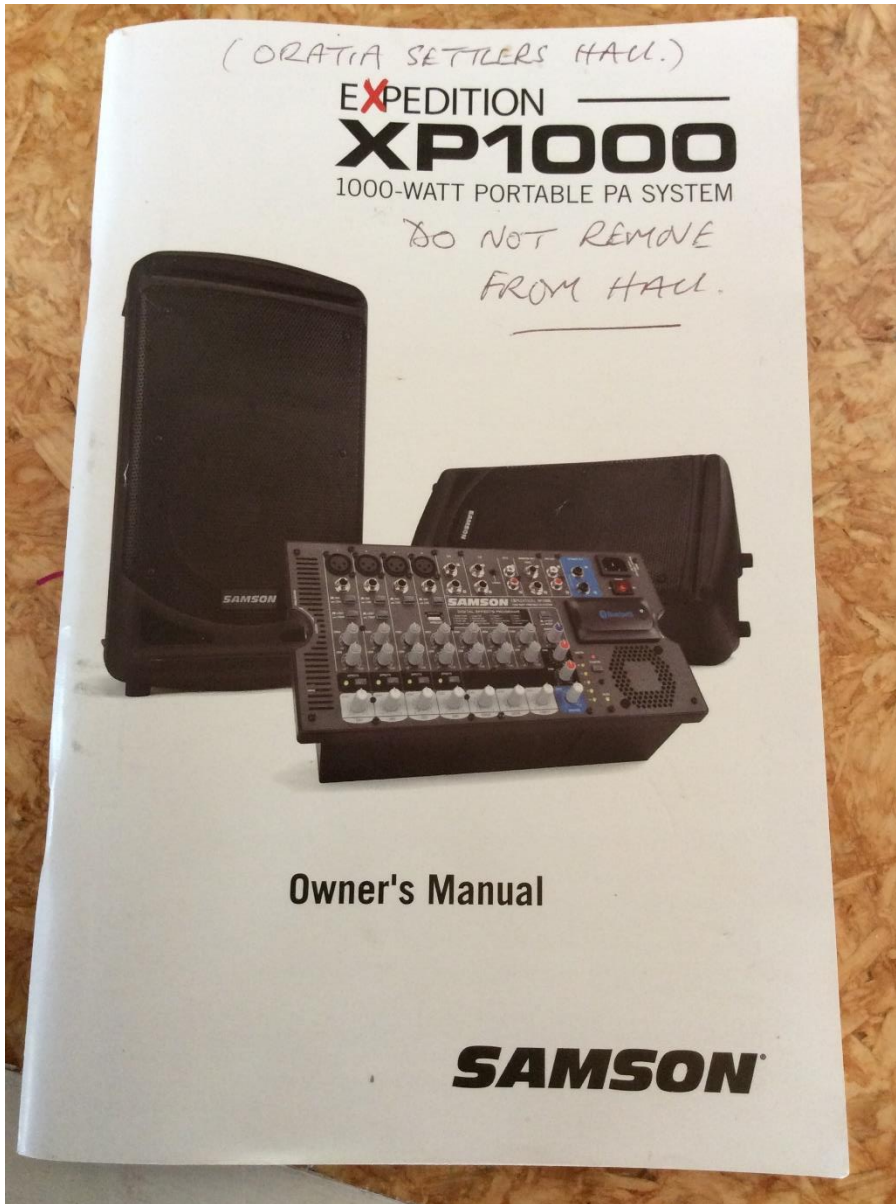
Four heat pumps



Defibrillator



Sound system available on request



Alcohol

a) Hirer is overall responsible for management of consumption of alcohol. However, a 'bar manager' may be appointed.

b) License (apply to Auckland Council) required if selling alcohol.

License required if charging an entry fee or collecting donations where alcohol is being supplied for free.

License not required for BYO.

License not required if a private event, not open to public and alcohol is provided free of charge.

c) Host responsibility guidelines (as per Auckland Council terms and conditions)

Hirer must comply with the below host responsibilities:

The main user on the booking is nominated to manage the conduct of the consumption of alcohol (you may then delegate the responsibility to one other person)

The hirer shall have available for consumption on the premises, when alcohol is being consumed, a reasonable range of non-alcoholic refreshments, low alcoholic beverages, water and foods appropriate to the occasion.

Limit the amount of BYO alcohol guests are bringing into venue

Information regarding alternative forms of transport must be available for all attendees.

d) Hirer to identify at least one responsible adult for every 25 attendees.

e) No alcohol or glass can be taken outside (including the deck)

f) It is recommended that alcohol is served (rather than having guests help themselves). Open beer cans and wine bottles, as served, to prevent guests taking alcohol home.

g) Last drinks served no later than 30 minutes before function end time.

h) Empty bottles and glasses to be returned to bar asap.

Hours and clean up

Guests to vacate building and carpark by midnight

Those left to clean up must vacate by 1.00am (by arrangement, can come back next morning to complete clean up)

Hall expected to be left in clean and tidy condition, furniture returned to correct position and outside tidied up. Floor wash is not expected.

Cleaning service available on request

Rubbish/recycling may be left in bins provided.

Noise and security

Consider neighbours

Ensure guests remain on the property