



ORATIA SETTLERS HALL

565 West Coast Road, Oratia

Contact: hall@oratia.org.nz Phone 09 889 0377

Includes use of kitchen, bathrooms, tables and chairs

Maximum capacity 116 people

Outside Entrance



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

Plenty of parking

Pricing (as a guide):

\$100 for first hour then \$35 per hour- Minimum hire 4 hours

\$300 refundable bond for all casual bookings

\$350 – 9 hour hire

\$400– 12 hour hire

\$500 – Day and night hire

(Fees may vary for different needs or options, or for regular bookings. Please contact us for a quote)

Cleaning charge optional

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 glitter! No balloons, confetti or other inorganic decorations outside, they are bad for the environment and are hard to pick up. Inside – confetti – consider using paper confetti (inorganic/foil is so difficult to clean up at the end of the night).

A ladder is provided.



Capacity 116

Main hall 8 metres 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 formal chairs and 40 plastic chairs

Preschool tables and chairs may be available on request.

NB if you insist that children be seated whilst eating and drinking the clean up at end of night is much easier

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, only use if you have used all the other tables first) (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

Servery 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, individually controlled but with the same remote.

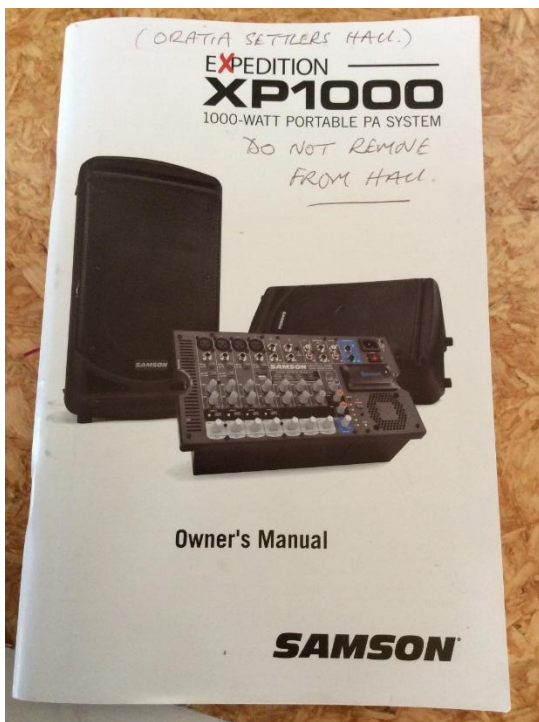


Defibrillator (phone 111 for code)



LED lighting with dimmers in main hall and entrance

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

Limited Rubbish/recycling bins provided.

Noise and security

Consider neighbours

Ensure guests remain on the property