



*Hiring a  
Hutt City Council Hall*



*Asset Services Group*



The Hutt City Council has several halls that can be hired by the public. They are used for all kinds of events, from weddings and balls, to concerts, markets, housie and trade exhibitions. This brochure will give you a good idea of which hall is right for you. It also outlines your responsibilities as a hirer.

### ***Contact for bookings***

For bookings, contact the Customer Services Centre, located inside the main entrance of the Council buildings at 30 Laings Road, or phone 570 6930. You can also visit our website at [www.huttcity.info](http://www.huttcity.info) or email us at [halls.bookings@huttcity.govt.nz](mailto:halls.bookings@huttcity.govt.nz)

### **But before you book...**

There are a few things you'll need to decide before you make a booking.

- Which hall do you think suits you best?
- How many people are you expecting?
- What date would you like the hall and how long will you need it for?
- Will you need sound or lighting?
- Will you need a licence, for example, for liquor?

## The Halls

There are six halls available for hire.

### ***Town Hall/horticultural Hall***

**Laings Road, Lower Hutt**

These are the two largest venues. They can be combined for big events, such as a ball.

- The Town Hall is acoustically better than the Horticultural Hall.
- The upstairs area of the Town Hall is not available for socials and weddings.
- Seats downstairs need to be put out for both halls if seating is required. This is called “pack in” and “pack out”. There is a charge for this.

#### **Town Hall Maximum Occupation Numbers**

Meeting or concert	950
Upstairs seating	400
Downstairs seating	600
Wedding (seated)	300
Wedding (buffet)	400
Social or ball	300
Portable seating	406

#### ***Supper Room***

Meeting or concert	125
Wedding (seated)	100
Wedding (buffet)	120
Social	70



#### **Horticultural Hall Maximum Occupation Numbers**

Meeting or concert	960
Wedding (seated)	700
Wedding (buffet)	850
Social or ball	700
Portable Seating	806

#### ***Supper Room***

Meeting or concert	160
Wedding (seated)	145
Wedding (buffet)	150
Social	145



### Facilities

- Both halls have wheelchair access.
- Three-phase **power** outlets are available in both halls. There may be additional electricity charges for large events.
- Phone 04-569 3387 to ask Telecom for a **telephone** connection to the Horticultural Hall.
- The **pianos** in both halls are tuned every six months. A grand piano is available from the Little Theatre, but it must be moved professionally and tuned at the hirer's expense.
- The Horticultural Hall has five singles **badminton courts**.
- Both halls have **kitchen facilities** including a large water-heating Zip, a large commercial oven, a refrigerator, a pie warmer and a dishwasher.

### Other issues

- Alcohol may be served in both halls. If alcohol is being sold, the hirer must obtain a liquor licence from the Council. Phone 570 6704.
- Sets of 1000 tickets for the Town Hall can be purchased from the Council.

### *Little Theatre*

#### Queens Drive, Lower Hutt

The Little Theatre is mainly used as an arts venue for concerts and plays. The foyer can be hired separately.

#### Maximum Occupation Numbers

Main auditorium            332 seats

#### Facilities

- Facilities include toilets, dressing rooms, and a kitchen with a hot water zip and an oven.
- The theatre has wheelchair access.
- There is a **grand piano** at the Little Theatre.



### Other issues

- **Alcohol** may not be served in the Little Theatre. However, small bookings of up to about 30 can arrange to use the Foyer area if they want to serve alcohol.
- **Food and drink** are not allowed in the auditorium and stage area.
- Sets of 332 tickets can be purchased from the Council.
- Please do not remove or alter the **seating** in the auditorium.
- Clean sheets must be placed underneath **curtains** before they are dropped and moved.
- All **props** must be built and painted off site. They should not have sharp edges or protruding nails.
- Use hand tools only to set up props. No **power tools**, please.
- **No smoking** in the auditorium or stage area.
- Stick to the authorised **parking** areas. The entrances and driveways must be kept clear. Please do not park behind the St James Church on Sundays.

### *Eastbourne Community Hall*

Tua Toru Street, Eastbourne

#### Maximum Occupation Numbers

##### *Main Hall*

Meeting or concert	250
Wedding (seated)	250
Wedding (buffet)	250
Social or ball	250

##### *Supper Room*

Meeting	50
Wedding (seated)	35
Wedding (buffet)	40
Social or ball	30



#### Facilities

The hall has four badminton courts, a kitchen, toilets and wheelchair access.

### ***Moera Community Hall***

**Randwick Crescent, Moera**

This hall is in a residential area and cannot be used after midnight.

#### **Maximum Occupation Numbers**

##### *Main Hall*

Meeting or concert	140
Wedding (seated)	100
Wedding (buffet)	145
Social or ball	140

##### *Supper Room*

Meeting	45
Wedding (seated)	30
Wedding (buffet)	40
Social	45



#### **Facilities**

The hall has a committee room, kitchen, toilets and wheelchair access.

### ***Wainuiomata Community Hall***

**Queen Street, Wainuiomata**



#### **Maximum Occupation Numbers**

##### *Main Hall*

Meeting or concert	250
Wedding (seated)	250
Wedding (buffet)	250
Social or ball	250

##### *Supper Room*

Meeting	70
Wedding (seated)	50
Wedding (buffet)	60
Social	60

#### **Facilities**

The hall has three badminton courts, a kitchen, toilets and wheelchair access.

## Hire Information

You need to contact the Customer Service Centre on 570 6930 to make a booking. They can give you a copy of the Council's Conditions of Hire. The main points are summarised here, but please read the conditions in full.

### *Paying a deposit*

You will have to pay a deposit, or bond, of 20 percent of the hire charge when the booking is confirmed.

The Council can vary or cancel any booking with reasonable notice. If that happens, the full deposit will be refunded.

You will lose your deposit if you cancel a booking. There will be an additional charge if the cancellation is made less than a month before the booked date.

### *Rental charges*

Ask the council for a full list of charges for the different halls. The cost depends on the time of day and length of time you want to book. It also depends on whether you qualify for community or commercial rates.

Registered Charitable Trusts can apply for a charity rate. If you are hiring for a registered charity, write to the Council Property Manager and include the Trust number in the application.

Hire charges apply for the whole time the hall is used, including set up and clean up time.

Payments are due in full at least a month before the booked date.

There may be an additional charge for power if electricity usage is expected to be high.

Weekend rates apply on weeknights when alcohol is being served because a custodian will have to be present.

### ***Licences***

If you hire a hall, it is your responsibility to arrange any licences you might need.

You will need a licence to sell liquor, unless the alcohol is supplied by a caterer who holds a licence. Contact the Council's Environment Health Office on 570 6704 to arrange this.

You may need a licence for gaming sessions, such as houseie. Check with the Department of Internal Affairs. Contacts for the Department are listed in the blue pages of the telephone book.

You must have permission for the performance of copyright works including music.

### ***Noise***

Keep noise to a reasonable level. It's the considerate thing to do for nearby residents, and it can be costly if you break the rules. If a noise control officer has to issue an abatement notice, you will lose your bond. If the matter is taken further, you might not be allowed to use the hall again.

To limit the noise from amplified music, keep doors and windows closed, regardless of the weather.

Functions where amplified music is being played must finish by 1 am (midnight at the Moera Hall).

### ***Smoking***

Please observe the "no smoking" signs in the halls. Smoke-free areas include the main hall, kitchen, meeting rooms, supper rooms and toilets.

### ***Damage***

The hirer must pay the Council for any damage to the hall, or for damage or loss of furniture, fittings etc.

You should arrange insurance for anything you bring into the hall. The Council will not accept responsibility for those items.

### ***Fire Safety***

Fire exits must be kept clear at all times.

All Council halls have fire alarms. Therefore, barbecues and any other equipment likely to generate smoke are banned. Extractor fans must be switched on whenever kitchen ovens are used.

If an alarm is set off on purpose or through negligence, the hirer will pay the full cost of the Fire Service call-outs and alarm resetting – about \$500.

### ***Pyrotechnics***

There are strict rules for the use of pyrotechnics. Insurance and a licence must be arranged by the hirer and shown to the council. See the Conditions of Hire for more information.

### ***Evacuation***

It pays to be prepared for an emergency evacuation. We suggest you nominate at least one person to familiarise themselves with the evacuation procedures for the hall you have hired. When you arrive at the hall, the custodian will be able to run through those procedures and identify the assembly area outside.

If there is a fire or the alarm goes off, get everyone out of the building immediately and meet at the assembly area.

### ***Custodian/Cleaning***

The Council contracts a cleaning company for its custodial and cleaning duties. An employee of this company is, in effect, the Council's representative.

Custodians are usually present for the full function where liquor is being served. When a custodian does not need to be there the whole time, they will open up the hall and ensure the heating and other services are satisfactory. They will tell the hirer about what needs to be turned on and off, for example lights and heating. They will also leave a contact number where you can contact them in an emergency.

If the custodian is not there at the end of the function, it's your responsibility to turn off electrical services and leave the hall locked and tidy. The custodian will check for any damage or missing property that may affect the refund of your bond.

Halls must be left clean and tidy. This includes wiping down tables and chairs, cleaning up any spilled food or drink and sweeping floors, and making sure the kitchen stoves are clean.

### ***Some other housekeeping matters***

The rule of thumb is that the hall should be left as you found it.

- Use a qualified electrician if you are going to change the stage lighting.
- Trolleys are provided to move props, chairs, furniture etc. Please use them.
- Please do not throw confetti or rice in or near the hall.
- Stick to the car parking areas and keep the entrances and driveways clear.
- Familiarise yourself with the wheelchair facilities.
- Don't use nails, staples or tape on the walls or floors.
- Remove all rubbish from the hall at the end of your stay.

## Checklist for hirers

This is a quick check list for anyone who hires a hall. Remember, you can lose all or part of your bond if you don't follow some simple rules.

### ***Do:***

- ✓ Arrange your own insurance to cover damage or loss.
- ✓ Check the location of fire hoses and extinguishers.
- ✓ Keep all exits clear.
- ✓ Switch on extractor fans when using kitchen ovens.
- ✓ Check locking procedures for windows and doors.
- ✓ Leave the hall at the required time plus one hour for pack out and cleanup.
- ✓ Stack and put chairs away.
- ✓ Clean, stack and put tables away.
- ✓ Sweep, and if required, mop all floors, including the stage, foyer and dressing rooms. Cleaning equipment is provided.
- ✓ Leave the kitchen, including stoves, clean and tidy.
- ✓ Put back all lighting and curtains to where they were before.
- ✓ Remove all rubbish.
- ✓ Remove all your own gear.
- ✓ Put out all lights.
- ✓ Turn off all heaters.
- ✓ Lock all doors and windows.
- ✓ Return keys.

### ***Do not:***

- ✗ Use an n stage floors.
- ✗ Drag chairs, tables or anything else over the floors.
- ✗ Use nails, staples, tape etc on wells, floors, doors and curtains.



### *Contact*

If you have any questions, please contact:

**Asset Services Group**

30 Laings Road  
Private Bag 31-912  
Lower Hutt

Tel: 04-570 6930, fax: 04-569 4290

Email: [halls.booking@huttcity.govt.nz](mailto:halls.booking@huttcity.govt.nz)

Web: [www.huttcity.info](http://www.huttcity.info)



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