

Havelock Pavilion – Information for hirers



Havelock Pavilion is located in the **War Memorial Park** at the bottom of **Neil Street**, Havelock. There is a carpark at the venue and streetside parking nearby.

The Building



The building has excellent indoor - outdoor flow with access to the Memorial Park facilities including picnic tables, free community BBQ, kiddies' playground, outdoor gym equipment, netball/tennis courts, playing field & a petanque court.

Inside the Pavilion there is a large, carpeted room with a small kitchen area. There are also toilets, changing rooms & showers.



Main Room

Approx 80m² – legal maximum occupancy 99

Auditorium style seating for 60

Cafe style seating for 20 - 40

Meeting 10 - 20

Seating available: 36 chairs

Tables available: 4 trestles

Additional seats & tables can be relocated from Havelock Town Hall if needed.

Two whiteboards



The Kitchen

Facilities:

Oven

Fridge

Microwave oven

Zip

Urn & jug

Crockery

Cutlery

Keys

When you hire the Pavilion you will most likely be asked to pick up the key from our secure lockbox. The lockbox is located at the rear of the Pavilion beside the kiddies' playground, to the right of the door with the vents.



- 1 - Slide down the black cover
- 2 - Rotate the dials to the correct combination number - The HCA Administrator will advise you of the code by email
- 3 - Pull down the small black lever to the left of the numbers and the flap will open
- 4 - Remove the key
- 5 - Close the flap and rotate the dials so that the correct code number is not showing
- 6 - Slide the cover closed again

The key opens all the doors to the Pavilion.

After your hire, be sure to return the key to the lockbox. There may be another hirer relying on it being there later in the day! Make sure you repeat steps 5 & 6 above after returning the key to keep the lockbox secure and watertight.

Heat Pumps - Air Con

For your comfort, there is a heat pump / air con unit in the ceiling of the Pavilion's main room. The unit is very simple to operate using the wall panel to the left of the main door.

WiFi

Wifi is currently unavailable at the Pavilion. You may be able to purchase wifi data from Havelock Holiday Park which is right next door to the Pavilion. If you are interested in pursuing this option contact Tony & Brigitte at the Holiday Park:
info@havelockholidaypark.kiwi

Health & Safety

You, or somebody else in your group should accept responsibility as the building warden for the duration of your hire. On arrival at the venue, note the location of the emergency exits. Please ensure these are not blocked at any time. In the event of an emergency the muster point is in the area beside the carpark. Ensure that everybody is accounted for.

There is a first aid kit in the kitchen.

Leaving

When preparing to leave the building please check the venue is in the same state as when you arrived. There is cleaning equipment in the cupboard to the left of the women's toilets - vacuum cleaner, broom, mop, bucket, etc to help with this.

All rubbish must be removed from the venue.

Check all lights and the heat pump / air con has been switched off.

Ensure windows are closed and all doors are locked.

Return the key to the lockbox, remembering to jumble up the numbers on the combination and slide the cover back up.

Further information

If you have questions concerning your hire email the HCA Administrator
hcaadmin@havelock.co.nz

We hope your event goes well!

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