

## Havelock Community Hub - Information for hirers



Havelock Community Hub is located within the Havelock Community Association's (HCA) offices at the rear of Havelock iSite at **61 Main Road**.

This small meeting room has seating for 8 people. There is a whiteboard and three free-standing display boards.

### Key

Usually the Hub is only used when the HCA Administrator is in the office. If you're hiring outside of office hours the Administrator will most likely meet you at the Hub at the beginning of your hire and you will be given a key (1 Hub). That key only opens the front door to the main building, through the Havelock iSite. There is no key for the side door leading directly into the HCA's part of the building!

If you leave the building during your hire, please close the side door behind you, making sure it is locked, and re-enter through the main front door. Make sure you take the key with you!

At the end of your hire check that both the side door and front door are locked and leave the key in the secure lockbox, which you'll find by the small white gate to the left of the iSite building.



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

## Wifi

Wifi is available in the Hub. The network is called 'Fred'. The Administrator will advise you of the password.

## Facilities

There is a small kitchen with a jug, fridge & microwave oven through the door at the rear of the Hub. Up the stairs there, you'll also find a toilet. These spaces are shared with Havelock iSite - Please keep them tidy.

There are mugs and glasses in the low cupboard under the window in the Hub. Cutlery is in the kitchen.

### **Heat Pumps - Air Con**

For your comfort, there is a heat pump/air con unit in the Hub. This is controlled by a hand-held remote control which you'll find next to the light switch beside the rear door.

### **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 outside the front of the Town Hall. Ensure that everybody is accounted for.

There is a first aid kit in the small white wall cupboard in the Hub.

### **Further information**

If you have questions concerning your hire email the HCA Administrator  
[hcaadmin@havelock.co.nz](mailto:hcaadmin@havelock.co.nz)

We hope your meeting goes well!