

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.

Facilities:

WiFi

Smart TV

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



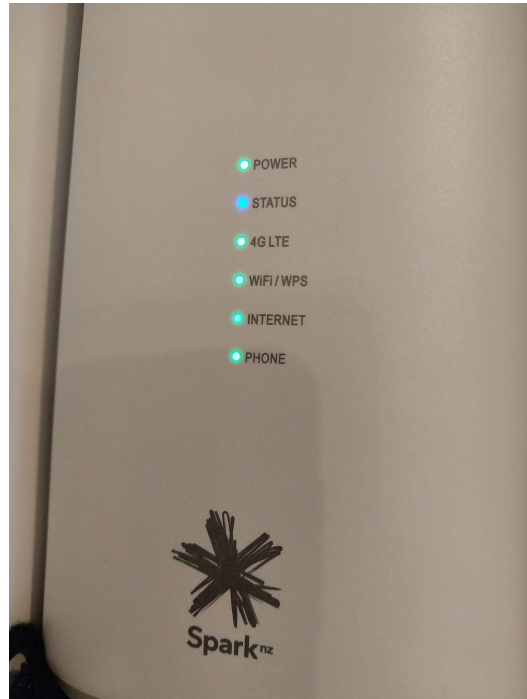
For your comfort, there is a heat pump / air con unit in the ceiling of the Pavilion's main room.

The unit is very simple to operate using the wall panel to the left of the main door. When it is switched on, there will be a green light showing on the panel.

Please make sure it is switched off (no light showing) before you leave the venue.

WiFi

Wifi is available at the Pavilion. The modem is located in the kitchen, in the cupboard above the microwave and is kept turned off when not in use. If you arrange to use the Wifi for your event, the **HCA Administrator will advise you of the username and password** before your hire.



To turn on:

- 1 - Leave the modem in the cupboard
- 2 - Plug the black adaptor into the wall socket underneath the cupboard and switch on at the wall
- 3 - Wait a minute or so and the modem will have all lights lit. All lights will be green apart from the second one down, which will be blue.

To turn off:

- 1 - Switch off at the wall socket
- 2 - Unplug the adaptor and put that back in the cupboard

Smart TV

A 65" Smart TV is available at the Pavilion. It is located in the locked cupboard to the left of the women's toilets. The door unlocks with the master key to the building and there is an additional combination lock for added security.

If you wish to use the TV for your event, please advise the HCA Administrator at the time of your booking. You'll be told the combination code for the cupboard lock and will be sent additional instructions for operating the TV.

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 left of the two walk-in cupboards (your key will open this) - vacuum cleaner, broom, mop, bucket, etc to help with this.

- 1 - All rubbish must be removed from the venue.
- 2 - Check all lights, the heat pump / air con and WiFi have all been switched off.
- 3 - Leave the upper, small windows open.
- 4 - Check all the doors are locked.
- 5 - Return the key to the lockbox, remembering to jumble up the numbers on the combination and slide the cover back up.

Hours of Use

Unless alternative arrangements are agreed in advance, events should end by midnight, and the venue be vacated by 12:30am.

Alcohol

Havelock Pavilion is not a licensed premises. If you wish to serve alcohol during your hire please consult the Marlborough District Website www.marlborough.govt.nz to check their licensing requirements.

Further information

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

We hope your event goes well!