

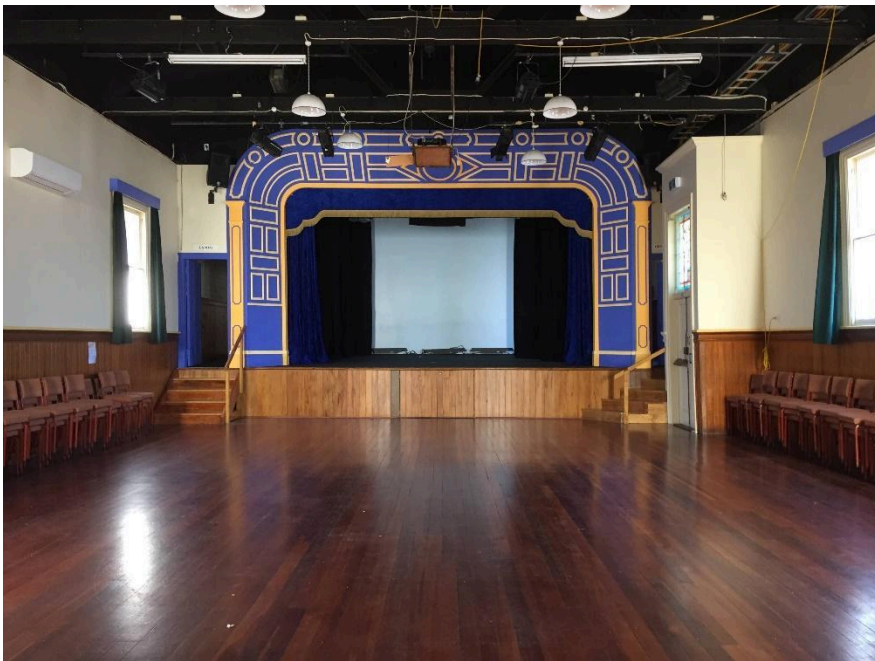
## Havelock Town Hall – Information for hirers



Havelock Town Hall is located at **63 Main Road**, Havelock. Roadside parking is available.

The Town Hall has three rooms which can be hired individually or together.

### Main Hall



140m<sup>2</sup> – legal maximum occupancy 183 (+ 60 on stage)

Auditorium style seating for 120

Cafe style seating for 100

Seating available: 100 chairs & 8 bench seats (each seating 4 people)

Tables available: 6 large trestles (240x75cm), 11 small trestles (175x75cm)

Stage with curtain & lighting. To enquire about use of stage lighting contact Havelock Community Theatre: [havelocktheatre@gmail.com](mailto:havelocktheatre@gmail.com)

## Supper Room



90m<sup>2</sup> – legal maximum occupancy 117

Auditorium style seating for 60

Cafe style seating 20-40

### Tables & Chairs

You are free to move chairs and tables between the Main Hall and the Supper Room but please note, at the end of your hire all trestle tables should be stored in the Supper Room. Additionally, all of the soft-covered chairs should be in the Hall and the 8 black plastic chairs should be in the Supper Room.

### Commercial Kitchen



32m<sup>2</sup> – legal occupancy 6

Includes 6-ringed stove, extractor hood, fridge freezer, dishwasher, microwave oven, Zip, crockery, cutlery, utensils, etc.

## Keys

When you hire the Town Hall you will most likely be asked to pick up the key from our secure lockbox. The lockbox is located beside the middle door on the Inglis Street side of the building, facing the war memorial.



- 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 Town Hall except the rear kitchen door.

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.

## Power

On arriving at the Hall you will discover that the electricity is switched off at the mains and you'll need to turn this on. You'll find the mains switch in the wings of the stage (just up the stairs to the right of the stage).

## Mains switch



Please remember to turn off the power at the mains when you leave the venue.

## Heat Pumps - Air Con

For your comfort, there are several heat pump/air con units in the Main Hall, and one in the Supper Room. A single hand-held remote controls all the units in the Main Hall. Point the remote directly at the unit you want to control. You'll find this remote backstage in the area with the mains switch.

The remote for the unit in the Supper Room is near the unit, on top of the fireplace.

## WiFi

WiFi is available at the Town Hall. The HCA Administrator can advise you of the password before your event.

## 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 on the grass area beside the war memorial. 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 Supper Room and/or kitchen to help with this - vacuum cleaner, brooms, mop, bucket, etc.

- 1 - All rubbish must be removed from the venue. There are wheelie bins for rubbish & recycling at the rear of the building.
- 2 - Switch off the power at the mains, making sure the heat pump units have been switched off prior.
- 3 - Check windows are closed and ensure all doors are locked.
- 4 - 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 Town Hall is not a licensed premises. If you wish to serve alcohol during your hire please consult the Marlborough District Website [www.marlborough.govt.nz](http://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](mailto:hcaadmin@havelock.co.nz)

We hope your event goes well!