



# HIRE THIS SPACE

At Parenting Place, we're all about open tables and kōrero. We believe in bringing people together, and we've designed our spaces with that in mind. We'd love to have you at our place, 300 Great South Road, Greenlane. This document outlines the details for room hire.

## Rooms available for hire

Capacity is based on theatre style set up



**Grant room** 20 pax



**McCann room** 30 pax



**Hubbard room** 60 pax



**McCann and Hubbard combined** 90 pax



**Lounge** excludes cafe kitchen



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## Corporate prices

	Grant	McCann	Hubbard	McCann & Hubbard	Lounge
<b>Hourly rate</b>	\$70	\$80	\$120	\$200	\$150
<b>Half day</b> up to 4 hours	\$200	\$250	\$400	\$650	\$500
<b>Full day</b> 4+ hours	\$400	\$500	\$800	\$1,300	\$1,000

## Non-profit/tenants

- Registered charities and tenants are eligible for a 50% discount on the room hire rates above.
- Other costs (such as cleaning) are not included in this discount.
- Please contact [support@parentingplace.nz](mailto:support@parentingplace.nz) if you are eligible for a discounted price.

## Important information

- All prices are set in NZD and are inclusive of GST.
- On Saturdays and evenings (after 5pm) there is a minimum of a two hour hire.
- Room hire is not available on Sundays or Public Holidays.
- The lounge area is only available to hire outside of business hours.
- The following costs (if applicable) are not included in the room hire fee –
  - A staffing cost of \$25 per staff member per hour is charged for bookings outside opening hours (8am–4pm Monday to Friday), with a minimum charge of \$75 per staff member.
  - A cleaning cost of \$100 is applicable for hires of the lounge area, weekend hires, and any other hires where the room is not left in a clean and tidy condition.
- Room capacities are approximate and based on theatre-style seating setup.
- Prices are correct as at May 2023 and are subject to change.

**For enquiries or bookings, please contact [support@parentingplace.nz](mailto:support@parentingplace.nz)**

# Terms and conditions

These terms apply to the hiring of any part of the premises known as Parenting Place at 300 Great South Road, Greenlane, Auckland.

## 1. Booking confirmation

The booking is confirmed on receipt of the signed and dated room hire booking agreement.

## 2. Payment

Payment of invoice is required in full and on time. Non-payment may be forwarded to a debt collector, and the hirer will be liable for any and all debt collection costs.

## 3. Catering services

Catering bookings are dealt with separately to room hires. If you would like to book catering for your event, please email [communitycafe@affirmingworks.org.nz](mailto:communitycafe@affirmingworks.org.nz). You are also welcome to bring in external catering for the event. Please provide your caterer with details on where to find you on the day.

## 4. Serving alcohol

If alcohol is served during the event, the hirer is responsible for obtaining a license (if applicable). For more information, visit [aucklandcouncil.govt.nz](http://aucklandcouncil.govt.nz) and search 'alcohol license'.

## 5. Room hire

Hirers are expected to set up the space to their requirements on the day. The following is included in the room hire fee – chairs, whiteboard, AV setup (either TV or projector and screen), Wi-Fi for laptops, hot and cold water, glasses, and bathroom facilities. A small number of tables may be used for room hires, subject to availability. Tea and coffee, pens, writing pads and photocopy facilities are not available.

## 6. Audio visual

All AV requirements must be outlined in the booking agreement and the hirer is encouraged to arrange a time to test the equipment prior to the booking. The hirer must bring their own laptop or device. A small number of laptop adaptors are kept on premise, subject to availability.

## 7. Cleaning

Hire of the lounge area and hire on a Saturday will incur a cleaning fee of \$100 (including GST). All other hirers are expected to leave rooms clean and tidy, failing which, a cleaning fee of \$100 (including GST) will be charged.

## 8. Breakage and damage

Any breakage, damage or loss of Parenting Place equipment will be charged to the hirer at its replacement cost and will be payable on the same terms as the fee. The hirer is responsible for any damage that is caused by any of their attendees.

## 9. Health and Safety

Security, and health and safety during the hire period shall be the responsibility of the hirer.

## 10. Staff

In the event that bookings occur outside of normal working hours (8am–4pm Monday to Friday) a Parenting Place staff member will be required to open and close the premises and to be present for the duration of the function. This will incur an additional charge of \$25 (including GST) per person, per hour (with a minimum charge of \$75 per person).

## 11. Map and parking

The venue is located at 300 Great South Road, Greenlane, Auckland. One car park may be provided, on request, during weekdays. It is the hirer's responsibility to inform event attendees that onsite car parking is unavailable, and that they must use on-street parking or public transport. After-hours and weekend parking is available onsite. Unauthorised cars parked onsite may be towed at the driver's expense.