

Thank you for choosing to hire a Wellington City Council Community Hall. The Community Halls serve local communities by providing access to low cost, large facilities for hire. There are five throughout Wellington City that provide space for functions, meetings, sports activities and hobby groups. They help build a sense of community and are subsidised to ensure they remain accessible and affordable to a broad cross-section of local communities.

Community Halls are run by City Communities, Wellington City Council. The locations are:

**Ngaio Town Hall**  
Corner of Ottawa Road and Collingwood Street, Ngaio

**Khandallah Town Hall**  
11 Ganges Road, Khandallah

**Vogelmorn Hall**  
11 Vennell Street, Brooklyn

**Linden Social Centre**  
10 Linden Avenue, Linden

**Band Rotunda**  
245B Oriental Bay, Wellington



THE ROOMS ARE SUITABLE FOR SMALL SOCIAL FUNCTIONS, MEETINGS AND LEISURE ACTIVITIES SUCH AS YOGA.



After hours emergency enquires should be directed to (04) 499 4444

For information regarding Community Halls, contact:

**The Community Halls Coordinator**  
Phone: (04) 803 8183  
Postal Address: Wellington City Council, PO Box 2199, Wellington  
Email Address: [communityhalls@wcc.govt.nz](mailto:communityhalls@wcc.govt.nz)



## COMMUNITY HALLS

*Band Rotunda*

### Contact

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**Absolutely**

**POSITIVELY**

ME HEKE KI PŌNEKE  
WELLINGTON CITY COUNCIL **Wellington**

# THE BAND ROTUNDA COMMUNITY ROOMS

The Band Rotunda community rooms are located right on the water front at 245B Oriental Bay (below the Fisherman's Table). The community rooms are an art deco style building with a 20 seated board room and two community rooms (one large – carpeted and one smaller sized) and kitchen. The rooms are suitable for small social functions, meetings and leisure activities such as yoga.

## Parking

Limited street parking

## Disabled Access

- No disabled access to hall
- No disabled toilets
- 2 disabled car parks (located directly outside)

## Hall capacity

60 people max

## Measurements

- Kitchen:** 5m length, 4m width
- Main community room:** 12m length, 8m width
- Board room:** 20–25 seated round table

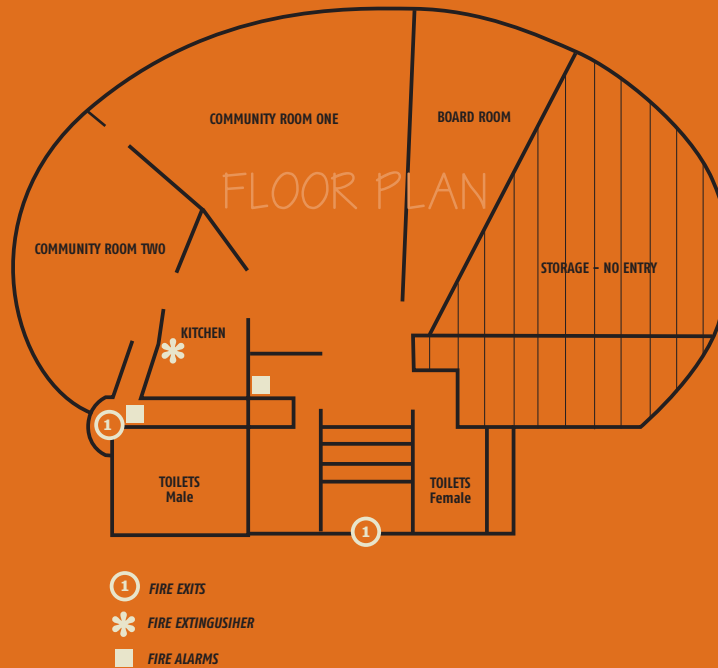
## List of facilities and equipment found at the Band Rotunda

- Tables – 5
- Chairs – 60
- Boardroom – 20–25 seated
- Fridge/freezer
- Zip/hot water cylinder
- Oven – electric
- Microwave
- Whiteboard – moveable

## Additional hire instructions

- **Main light switches** – are located on the wall directly in front as you enter the main entrance of the building.
- **Several oil heaters** – can be used by hirers

BAND ROTUNDA COMMUNITY ROOMS  
245B Oriental Parade



## Fire safety and evacuation procedures

Please make yourself (Hirer) and your organisation familiar with the:

- fire evacuation process (detailed in booking form)
- fire exits
- acknowledgment of nominated Fire Wardens
- acknowledgment of those in the group who require assistance
- the location of the fire extinguishers, fire hose and alarm switches.

Please be aware that:

- the Community Halls do not provide:
  1. First Aid kits
  2. Cutlery, utensils or plates
  3. Cleaning products and equipment
  4. Rubbish bins and collection.
- booked times must be adhered to at all times
- liquor is permitted subject to compliance with the application for a Special Licence, and that it will remain under the strict control of one responsible adult throughout the booking. (please allow up to 25 working days)
- smoking is not permitted inside the premises
- music needs to be turned off by 12pm
- if the hall is used for a social function the local police must be informed
- social functions are followed by security check and lock up at \$25
- if additional cleaning is required it will be at the Hirer's cost or deducted from the bond.

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## COMMUNITY HALL HIRE CHECK LIST

Before exiting the building please complete the checklist to ensure that:

- Fire/emergency exits are clear
- All exterior doors are locked
- All exterior windows are locked
- All heaters are switched off
- The main power switch for the oven is switched off
- The main power switch for the zip is switched off
- The refrigerator is left turned on
- All lights are switched off (including stage if applicable)
- Any furniture used/moved is returned to the appropriate storage place
- The hall is clean and tidy. (Floors must be swept and mopped and carpet vacuumed)
- All rubbish is cleared and taken away from the hall and outside surrounding areas by the Hirer.

**Please hand this form in when returning the hall key.**

**This form will be required to be completed and signed in order to receive bond reimbursement.**

Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

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