

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



IT HAS A LARGE KITCHEN, CARPETED FLOOR, STAGE AND COMMUNITY ROOM AND IS SUITABLE FOR WEDDINGS, SOCIAL FUNCTIONS AND OTHER RECREATION AND LEISURE ACTIVITIES.



Contact

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

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

For information regarding Community Halls, contact:

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COMMUNITY HALLS

Linden Social Centre

Absolutely

POSITIVELY

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WELLINGTON CITY COUNCIL **Wellington**



LINDEN SOCIAL CENTRE

Linden Social Centre is located at 10 Linden Avenue, Linden. It has a large kitchen, carpeted floor, stage and community room and is suitable for weddings, social functions and other recreation and leisure activities.

Parking

Off street parking available for 20 vehicles (other off street parking available around hall)

Hall capacity

150 people max (130 seated concert style)

Disabled Access

- Ramp to front entrance
- Disabled access to unisex toilets
- No disabled car park

Measurements

Kitchen: 5.2m length, 4.1m width
Stage: 8.8m length, 10.7m width
Main Hall: 16.8m length, 7.1m width

List of facilities and equipment found at the Linden Social Centre

- Tables – 14
- Chairs – 120
- Fridge/freezer
- Zip/hot water cylinder
- Electric oven – 2
- Microwave
- Phone

Additional hire instructions

- The one key opens the front and hall entrance, the two side exterior doors and the storage room.
- There is no general access to the stage and the area behind the stage to the general public.
- Trestle tables and chairs are kept in the storage room on the right of the main hall room.
- The hall light switches are located at the back of the main hall room to the right of the main entrance.
- Heaters – There is a switch located under the heat pumps – wait for a few seconds.
- For security reasons, please leave the servery shutters and curtains open before leaving.

LINDEN SOCIAL CENTRE / 10 Linden Avenue



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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