

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

Contact

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



IT HAS A STAGE, KITCHEN, AND DROP-IN CENTRE AND IS SUITABLE FOR COMMUNITY FAIRS, PRESCHOOL AND AFTER SCHOOL GROUPS AND OTHER RECREATION AND LEISURE ACTIVITIES.



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

COMMUNITY HALLS

Ngaio Town Hall



Absolutely

POSITIVELY

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

NGAIO TOWN HALL

The Ngaio Town Hall is located on the corner of Ottawa Road and Collingwood Street, Ngaio. It has a stage, kitchen, and drop-in centre and is suitable for community fairs, preschool and after school groups and other recreation and leisure activities. Currently it is also home to the Ngaio badminton and table tennis clubs as well as the Ngaio Toy Library. There is disability access.

Parking

Shared off street parking

Disabled Access

- Ramp to front entrance
- Disabled access to toilets
- 2 disabled car parks (in front of library)

Hall capacity

200-250 people max

Measurements

Kitchen: 7.5m length, 3m width

Stage: 5.5m length, 4.5m width

Main Hall: 17.8m length, 10.5m width

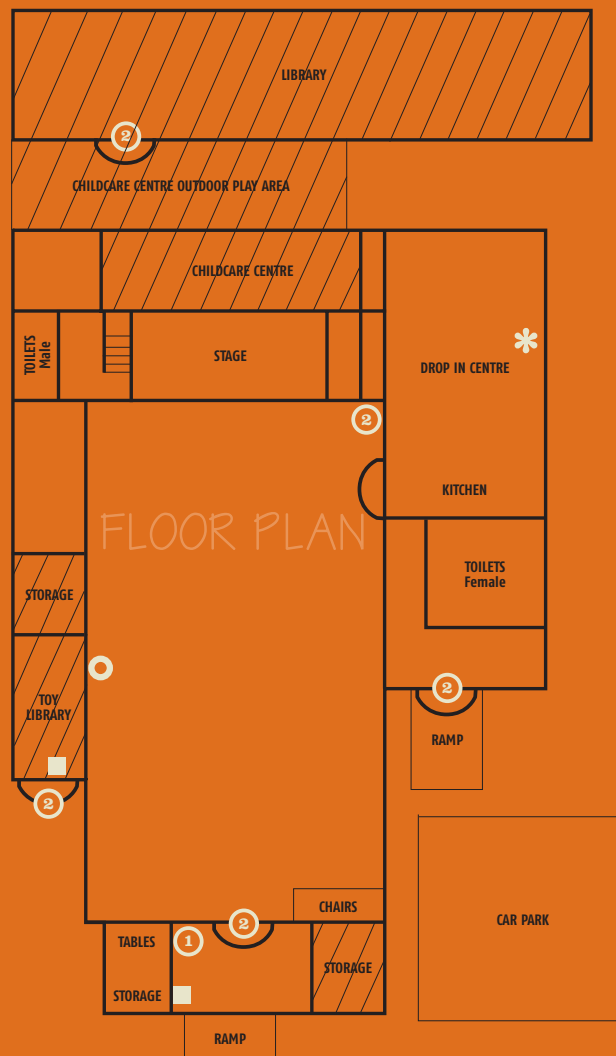
List of facilities and equipment found at the Ngaio Town Hall

- Tables – 16
- Chairs – 100
- Oven – electric
- Fridge (small)
- Zip/hot water cylinder
- Phone

Additional hire instructions

- **Trestle tables** – are stored in the room to the left of the hall entrance
- **Chairs** – please stack at the back of the hall
- **Lights and heater switches** – located on the left of the doors of the main entrance.

NGAIO HALL / 1 Ottawa Rd or Cnr Ottawa Rd & Collingwood St



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.

TEAR HERE

TEAR HERE

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: _____