Additional Information

Hirers

- Must provide their own tea towels, dishwashing liquid and dish cloths.
- Must provide their own sound system/audio equipment if required.
- Cleaning must be completed before vacating the premises.
- Cleaning equipment (cleaning liquid, mop and bucket) is located in middle cupboard in Meeting Room. Please rinse mop when finished.

General

- If using the dishwasher set to wash and the cleaners will empty the next day.
- Both rooms have heaters and the Main Hall has extractor fans.
- Both rooms have a whiteboard fixed to the wall. (You will need to supply your own markers.)
- Toilets are wheelchair accessible.
- The outside security lights and foyer lights stay on all night.
- The master switch for electricity is in the foyer. Please switch off on your way out.

Location Map

83 Tait Drive, Greenmeadows

Bookings

Phone: 06 836 5607
Email: communityservices@napier.govt.nz
www.napier.govt.nz keyword: halls
Two areas available for hire:

**Main Hall**
Ideal for weddings, social functions, meetings and seminars.
Capacity: 160 people maximum allowed in hall, 100 people seated for dining
Floor: 2/3 carpet and 1/3 lino

**Meeting Room**
Ideal for small meetings, social functions and seminars.
Capacity: seated theatre style - 30 people seated at tables - 20 people
Floor: carpet

*No BYO Licences are available*
*A Special Licence must be obtained to have alcohol on the premises.*

NB: The hall must be cleaned and vacated by 12 (midnight), as the hall is in a residential area (no exceptions).

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**Equipment (included in hire fee)**

**Kitchen:**
- 2 ovens
- 1 fridge/freezer
- 1 microwave
- 1 hot water zip
- 1 urn (6 litre)
- 3 large teapots
- 4 milk jugs
- 1 dishwasher
- 2 trolleys
- 6 oven trays
- 1 oven dish

**Crockery:**
- 100 cups
- 100 saucers
- 100 dinner plates - large
- 40 dinner plates - small

**Cutlery:**
- 100 knives
- 100 forks
- 100 dessert spoons
- 100 teaspoons

**Chairs:**
- 100 stackable plastic chairs

**Tables**
- 12 standard trestles (2440x760)
- 7 lightweight wooden trestles (1825x750)
- 1 Formica rectangular table (1210x800)
- 1 Formica cake table (690x690)

**Piano and stool**