

## Additional Information

### Hirers:

- Must provide their own tea towels, dishwashing liquid and dish cloths.
- 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.
- Must provide their own sound system/audio equipment if required.

### 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.)
- The master switch for electricity is in the foyer. **Please switch off on your way out.**
- Toilets are wheelchair accessible.
- The outside security lights and foyer lights stay on all night.

## Location Map



## Bookings

Phone 06 835 7579

[www.napier.govt.nz](http://www.napier.govt.nz) keyword: halls

Fax: 06 835 7574



Napier City Council  
Private Bag 6010  
NAPIER 4142

# NAPIER Venue Hire

## Greenmeadows East



## Community Hall



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

## 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

Crockery: 100 cups  
100 saucers  
100 dinner plates - large  
40 dinner plates - small  
100 side plates  
100 dessert bowls  
54 glasses - large  
40 glasses - small

Cutlery: 100 knives  
100 forks  
100 dessert spoons  
100 teaspoons

Chairs: 100

Tables: 10 standard trestles (2440x760)  
7 lightweight wooden trestles (1825x750)  
1 formica rectangular table (1210x800)  
1 formica cake table (690x690)

Piano and stool



Main Hall



Kitchen



Meeting Room

## Greenmeadows East Community Hall

83 Tait Drive, Greenmeadows

Phone 844 2209

### *Two areas available for hire:*

#### 1. Main Hall

*Ideal for weddings, social functions, meetings and seminars.*

Maximum allowed in hall: 160 people

Capacity for seated dining: 100 people

Floor: 2/3 carpet and 1/3 lino

#### 2. Meeting Room

*Ideal for small meetings, social functions and seminars.*

Capacity: 30 seated people in theatre style

20 people seated at tables

Floor: carpet

Maximum allowed in hall: 160 people

**No BYO Licences are available**

**A Special Licence must be obtained to have alcohol on the premises.**