

## Facility Details

We have a range of spaces that can be used alone, or in combination to create unique options for your particular event requirements.

**OAK ROOM:** This is currently our largest space, and is perfect for concerts and large conferences.

**Highlights:**

- Excellent sound and lighting equipment
- Data projection
- Stage
- Performance quality piano
- 280+ plush chairs, already set in theatre style
- Seats approx. 180 banquet style
- Fully accessible toilet
- 18 x 16 meters



**ELM ROOM:** This space is an excellent choice for large meetings or as an overflow to the Oak Room.

**Highlights:**

- Seats up to 100 theatre style, 70 banquet style, or 40 classroom style
- Possible to provide live-feed from Oak Room (to use as overflow space)
- Data projection & quality screen
- Simple lectern microphone
- Laptop lectern table
- Bifold doors open to front lawn space (ideal for picnics and lawn games)
- Room comes empty so you can set to suit your requirements
- 13 x 13 meters



**CAFÉ:** This beautiful area can be used by itself, or as a coffee-interlude space for an event in the Elm or Oak Rooms.

**Highlights:**

- A fully equipped café kitchen, easily catering for up to 150
- Café style table seating for up to 80
- Additional space in the Atrium for mix-and-mingling
- Bifold doors open to an outdoor seating and BBQ area
- Toddler's place space (provide your own toys)
- Two highchairs
- An easy-to-use sterilizer for cleaning up
- Comes 'unmanned' so you can self-cater, or talk to us about arranging this for you



**COMMERCIAL KITCHEN:**

In addition to the café kitchen, we have a certified commercial kitchen to delight your caterers!



**ATRIUM** (Foyer): Our most flexible space of all! This area has been used for trade shows, fashion parades, quiz nights, breakout space for training meeting, and more!

**Highlights:**

- Six plush couches
- 36 x 12 meters – loads of space!



**KOWHAI ROOM:** Our most loved meeting room!

**Highlights:**

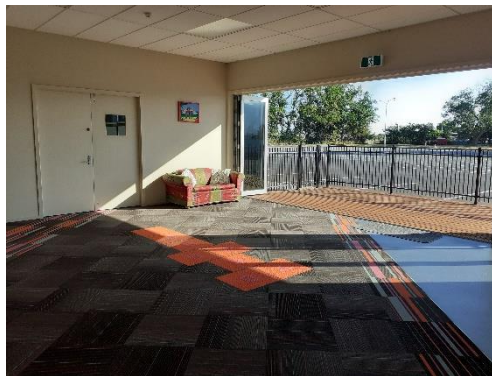
- Seats around 40 theatre style or 20-30 classroom style
- Kitchenette and wall zip
- Laptop lectern table
- HDMI-compatible smart TV options for projection
- Room comes empty so can be set to your requirements
- 12 x 11 meters



**MANUKA ROOM:** Our cutest meeting room!

Highlights:

- Houses up to 15 guests in casual seating
- Kitchenette
- Its own toilet
- Fenced deck area – perfect for lunch breaks!
- Separate access for a degree of privacy, if required
- 9 x 6 meters



**TOTORA ROOMS:** Two rooms in one! A bifold wall gives flexibility so you can have one space or two – perfect for breakout groups.

Highlights:

- Seats approximately 35 theatre style, in total.
- Large boardroom table (seats up to 14)
- 9 x 9 sqm triangle shape plus 9 x 5 square



**Rata Room & Green Room:** not currently available

#### **ADDITIONAL EQUIPMENT and SERVICES AVAILABLE:**

We have some fabulous equipment and service support available to make your event easy and effective.

- Technical support: essential if you're using our Oak Room
- Room set and unpack: do it yourself, or tell us what you need and we'll price it and arrange it so that you can just walk in and walk out.
- Commercial cleaning: all spaces need to be left as clean and tidy as you found them. If that sounds like a drag, let us know and we'll quote for doing it for you.
- Tea trolley: especially popular for meetings in the Kowhai and Elm Rooms. We'll provide a trolley with pretty white crockery, and do the dishes for you! You can bring your own supplies or we can take care of it all for you.
- BBQ: we have a large, catering bbq for hire – perfect for after-event socializing.
- Whiteboards: many options from a giant conference whiteboard to small easel ones.
- Brainstorming walls: two large blackboard walls (approx. 1800 x 2000mm) – great for teams!
- HDMI compatible TVs: a clearer alternative to data projection, for groups of up to 30.
- Billboard advertising: is your event open to the public? Enquire about advertising on our Queen Street billboard.
- Modular staging: tell us what you need and we'll see what we can do.
- Lawn Game: yes, we even have a giant Connect-4 game available to hire!

