

## Omokoroa Settlers Hall – Notes and FAQ

### Omokoroa Settlers Hall Inc, 334 Omokoroa Rd - Points of hire April 2016

Large hall capacity 250

Small hall capacity 60

- When booking is confirmed please contact holder of Keys as informed asap
- The hall facility *does not* provide table linen but has limited teatowels, oven mits
- If the other hall is in use please consider your noise level / shut connecting doors
- All equipment is stored in cupboards – seek and you will find
- **If your function includes the sale of alcohol a *Special Licence* must be obtained from the WBOPDC in which case we provide a letter of consent and the licence takes about 20 working days to get back to you. A copy of your licence to the Booking Officer & displayed in the hall during your event.**
- If using large amounts of mugs, etc TURN STERILIZER ON AND HOT WATER CYLINDER in cupboard next to it under the isle bench SEE NOTICE ON STERILIZER
- Ample supply of random mugs, plates and cutlery available
- Catering crockery, etc is locked away and keys are provided by arrangement only
  - Cups and saucers in right hand cupboard of bench with bi-fold opening
  - Mugs second cupboard from the side door ? with small plates
  - Glasses for water/juice next to side door
  - Dinner and dessert plates, salt & pepper, cutlery, utensils under sink
- Public speaking system by arrangement only
- Lectern in storeroom of large hall
- Heaters are on coin box \$1.00 = about half hour DO NOT FEED more than 1
- Trestle tables in storeroom of large hall
- Please only stack chairs back in fours – use the trolley it's easier
- Please wash food off crockery and cutlery before sterilizing
- Sterilizer info on it's door – takes 20 minutes to be prepared and then very quick each cycle
- Remove all waste to outside wheelie bin
- Dry mop the floor. Wash floors with hot water and meths ONLY – equipment in cleaning cupboard in small hall
- Check all lights are off including those in the store cupboards
- Check all windows and doors
- Check speaker system is off, door locked and key hung back up
- PLEASE LEAVE THE HALL AS YOU FOUND IT FOR THE NEXT HIRE. Many thanks
- Keys back as arranged

For Committee

Booking Officer – Heather 5481620

## **Omokoroa Settlers Hall – Notes and FAQ**

### **POST HIRE CHECK LIST**

**Outside area for butts and rubbish**

**Check all bins are empty**

**Floors - kitchen, halls and foyer clean**

**Curtains - closed**

**Sterilizer - off (empty of water) switches off in cupboard**

**Fridge/freezer**

**Vacuum and cleaning equipment returned to cupboards**

**Crockery / cutlery if used to be clean and dry**

**Toilets**

**Sound System / steriliser equipment off**

**All lights, heaters off**

**All windows and doors secure**

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### Omokoroa Settlers Hall Society Incorporated

#### FAQs – Frequently Asked Questions

- What about loud music?
  - Generally acceptable until midnight – there are homes quite near now. If possible we endeavour to not have incompatible events clashing. IE party / cerebral
- Who does the cleaning following our event?
  - The hirer. Please make yourself familiar with the cleaning information provided – the equipment is in the storeroom next to the kitchen in the small hall. Leave halls ready for next hire.
- How big is the carpark?
  - Tarsealed area holds about 40 cars and grassed area beyond 10-15
  - There are designated disabled carparks right next to the hall
- Do others use the carparks?
  - Yes – Playcentre week day mornings and Toy Library Saturday mornings so please be aware of pedestrians
- What about alcohol consumption?
  - If selling alcohol/or selling tickets for alcohol/or you have an entry charge, you need a Special Licence to do so. This is obtained through WBOPDC, check with your Booking Officer. Never provide alcohol to minors or uninvited guests
- What are the Terms and Conditions?
  - Please read the website for these and other useful information pertaining to your hire
- What about security?
  - Responsibility of you the Hirer, never advertise over open Facebook, invited guests only. Leave the building secure upon departure – Your hire, your responsibility!!!
- Can we use BBQ's?
  - Only if they don't cause a fire/leave oil/fat on the ground and are used away from the buildings. Check with the Booking Officer first
- How big are the trestle tables and how many can sit round them?
  - They measure 1.8m x .7m – seat 6 – 8 – total of 30 in whole facility
- How big are the stage modules?
  - 1.2m x 1.2m x .4 high There are 10 with 2 step up forms
- What about rubbish following our function?
  - Please use the wheelie bins provided for rubbish, but don't over fill. Please take your bottles and cans away for recycling
- How do we pay?
  - The Booking Officer will give you our Treasurer details. All payments via internet banking
- What about the heating?
  - \$1 coin in slot box lasts about ½ hour DO NOT feed several at once as they will jam and you won't have any heating! Read the info next to the coin boxes for instructions
- How do we heat the water for coffee/tea?
  - There is constant BOILING water in the main kitchen and a smaller zip in the small kitchen which must be switched on as soon as you arrive
- Who supplies toilet paper, hand towels, soaps, etc?
  - These are all provided by the Hall
- What's available to use in the kitchen?
- Adequate supply of mugs, small plates, some cutlery, kitchen utensils, platters (good crockery/cutlery/glassware is locked away and only available on request) Also some tea towels and couple of table cloths, oven gloves