

Omokoroa Settlers Hall Inc, 334 Omokoroa Road

Points of Hire

Large hall capacity: 250

Small hall capacity: 60

- When booking is confirmed, please contact holder of keys asap.
- The hall facility does **not** provide table linen.
- If other hall is in use, please consider your noise level.
- All equipment is stored in cupboards – seek and you will find.
- If your function includes the sale of alcohol, a **special liquor licence** must be obtained from the WBOPDC, in which case we provide a letter of consent. Please allow ample time for this process to be completed. Applications must be filed a minimum of 20 working days prior to the first event. The application form can be downloaded from the council website at:

[https://www.westernbay.govt.nz/our-services/alcohol/Documents/Application for Special Licence.pdf](https://www.westernbay.govt.nz/our-services/alcohol/Documents/Application%20for%20Special%20Licence.pdf)

- Ample amount 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 bifold opening
 - Mugs with small plates in second cupboard from side entrance door
 - Glasses for water/juice next to side entrance door.
- 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.
- Sterilizer info on its door. Takes 20 mins to be prepared and then each cycle is very quick.
- Please wash food off crockery and cutlery before sterilizing.
- Remove all waste to outside wheelie bin.
- Public speaking system by arrangement only.
- Lectern in storeroom of large hall.
- Heat pumps/air conditioners are coin box operated (\$1 = about half an hour). DO NOT FEED MORE THAN \$1 AT A TIME, OTHERWISE IT WILL JAM.
- Trestle tables in store room of large hall.
- Please only stack chairs back in fours; use the trolley, it is easier.
- Dry mop the floor.
- If necessary wash floors with hot water and meths ONLY. Equipment in cleaning cupboard in small hall.
- Check all lights are off, including those in store cupboards.
- Check all doors and windows are locked.
- Check speaker system is off, is locked in its cupboard and key hung back.
- PLEASE LEAVE THE HALL AS YOU FOUND IT FOR THE NEXT HIRE. Thanks
- Keys back as arranged.

Post Hire Checklist

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

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