




thehub
toitu poneke community
and sports centre

THE **NEW** VENUE IN WELLINGTON

thehub
KILBIRNIE PARK, WELLINGTON

“Our event at the **hub** went extremely well. The venue is light, warm, spacious and extremely versatile, with outstanding modern facilities. Cara was attentive and on hand to ensure all went perfectly. We will be back!”

**Janet Lucas,
Wellington Spelling Bee**

Enquiries

Cara Robson
Community Engagement Officer

EMAIL: toituhub@gmail.com

MOBILE: 027 435 7521

- > **Conferences & Meetings**
- > **Community Groups (casual or regular)**
- > **Celebrations & Special Events**
- > **Sport, Training & Health**



The Venue

Perfectly located on Kilbirnie Park, just 3.5km from Wellington Airport and 3.5km from the Wellington CBD, adjacent to the Wellington Regional Aquatic Centre, Kilbirnie Recreation Centre and Ruth Gotleib Library, the Toitu Poneke Community & Sports Centre ('the**hub**') is a modern and unique venue.

Starting as the clubrooms of Poneke Football Club, the building has undergone a complete transformation. It is now the home of seven significant Wellington sporting and community clubs, but doubles as a venue for conferences, business meetings, celebrations and community gatherings.

It offers an open and functional range of spaces, all with exceptional light, overlooking Kilbirnie Park. It is like no other venue in Wellington. The building includes a stunning outside deck overlooking the Park (with dual access down), a brand new, spacious and welcoming entrance and reception, the warmth of latest air conditioning systems, as well as a modern lift and accessible facilities. Sky TV and high speed WIFI are included on the 1st floor.



Spaces



South Lounge

FIRST FLOOR

- » Polished concrete floor
- » Light and bright, overlooking park
- » Main lounge
- » Direct access to deck
- » Full operational bar (licensed)
- » Projector Screen, 2 x TV's & AV
- » Range of tables, chairs and high boys / stools
- » Stage
- » Tasteful sporting memorabilia / cabinets
- » Separate male, female & accessible toilets
- » Air Conditioning (heat and cool)
- » Lift access from ground floor lobby
- » **The South and North Lounges can either be hired as one large open space, or separated by a mechanical, sound proof, folding wall.**



SIZE: 15.4m x 11.6m

North Lounge

FIRST FLOOR

- » Polished matai floorboards
- » Light and bright, overlooking park
- » Windows to indoor training centre (astroturf)
- » Full commercial kitchen (caterer available)
- » Projector Screen & AV
- » Range of café style tables and chairs
- » Separate male, female & accessible toilets
- » Air Conditioning (heat and cool)
- » Lift access from ground floor lobby
- » **The North and South Lounges can either be hired as one large open space, or separated by a mechanical, sound proof, folding wall.**

SIZE: 10.9m x 11.9m



Community Room

FIRST FLOOR

- » Fully carpeted lounge
- » Light and bright, overlooking park
- » Private entrance
- » Mobile bar / servery
- » Projector Screen & AV
- » New tables & chairs
- » 3 toilets
- » Air Conditioning (heat and cool)
- » Connects through to South and North Lounge
- » Lift access from ground floor lobby

SIZE: 12.4m x 15.7m



Green Room

GROUND FLOOR

- » Modern Indoor Training Centre
- » Latest artificial turf technology
- » Safety padding on walls
- » Windows to park, road and North Lounge
- » Separate access and lobby
- » Power points
- » LED lighting

SIZE: 15.0m x 22.8m

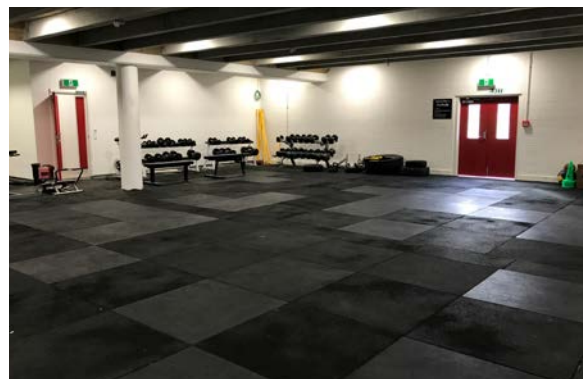


Training Gym

GROUND FLOOR

- » Well equipped gymnasium
- » Range of equipment and open training space
- » Rubber floor matting
- » Access to park, or changing rooms / showers

SIZE: 13.5m x 15.2m

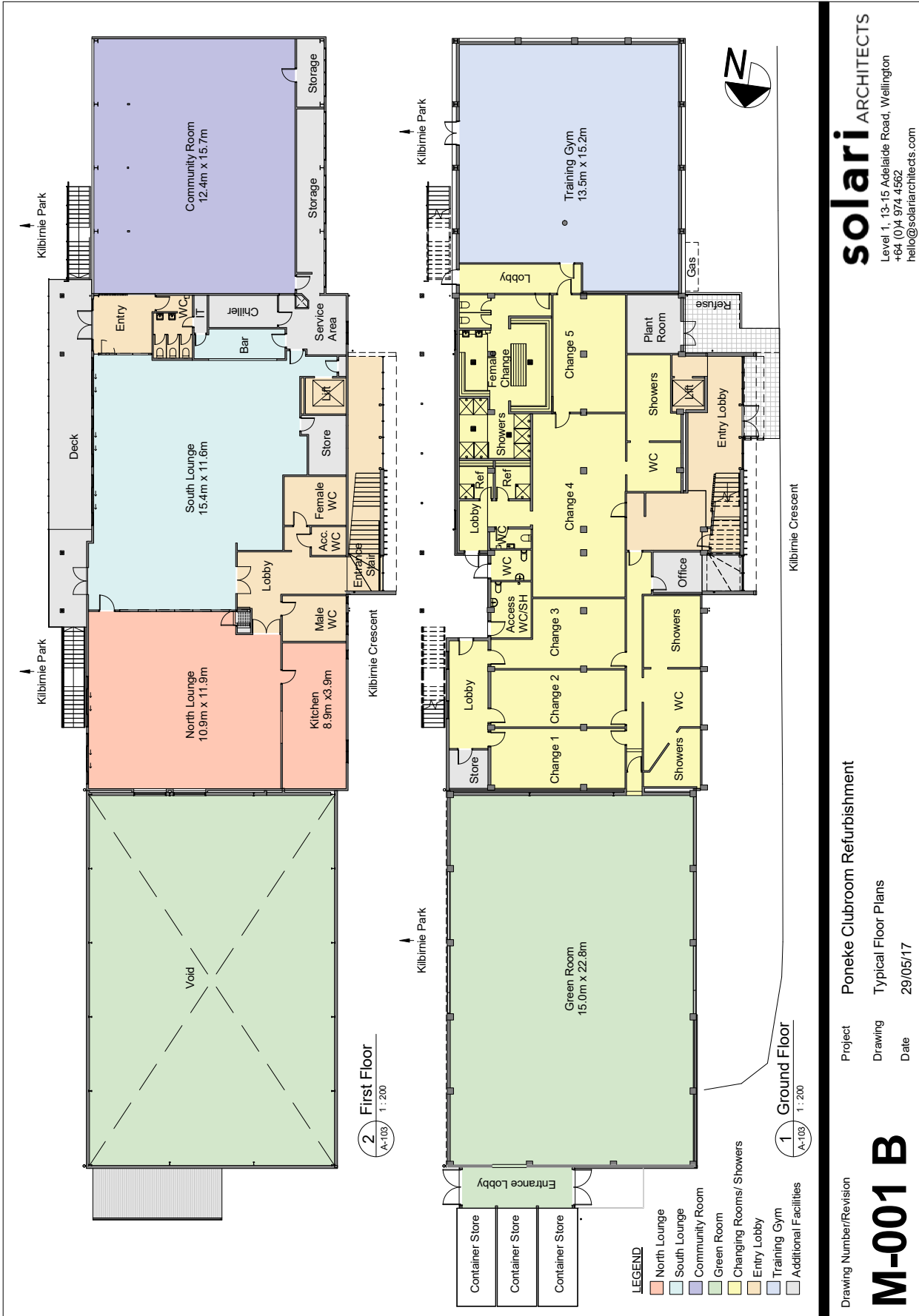


Changing Rooms

GROUND FLOOR

- » Range of male and female rooms
- » Shower and toilet facilities





thehub Services

Beverages

The venue offers a fully stocked bar, with tap and bottled beer, spirits, wine and a range of non-alcoholic drinks. If alcohol is required at the function, it is to be purchased through our bar at discounted club prices. Hirers are not permitted to provide their own alcohol.

A minimum of two Bar Staff are to be utilised for functions of 50 people or more.

Special License and Alcohol

WCC Special License Fees (subject to change)

Class 2	100-400 people	\$207.00
Class 3	Fewer than 100 people	\$63.25

Note: Further information is required to complete a special license and takes up to 20 working days to process through WCC.

Food

We recommend use of our exceptional onsite caterer, who can provide a menu selection, ranging from canapés, platters, buffets, to a full plated dinner. A barista and coffee machine are available.

Enquiries to aquinn@extra.co.nz.

The kitchen can be hired privately at a fee of \$200 per hire (including GST), including use of the ovens, fridge and dishwasher. Cooking equipment and plates / cutlery are not included in this price and must be provided by the hirer.

The kitchen must be left clean and tidy, or a cleaning charge will be applied.

Music

Hirers are free to play their own music through the audio system.

Cleaning

Cleaning is provided by our in-house cleaner only.

Charges

Hire Fee (quoted including GST)

Community Groups / Clubs:

» Community Room	\$25 per hour
» South Lounge	\$25 per hour
» North Lounge	\$25 per hour
» Green Room	\$20 per hour
» Training Gym	\$20 per hour

Other Users:

» Community Room	\$50 per hour
» South Lounge	\$50 per hour
» North Lounge	\$50 per hour
» Green Room	\$40 per hour
» Training Gym	\$40 per hour

Kitchen and Caterer, Barista Coffee

The Kitchen / Café is operated by caterer Anna Quinn. If you wish to hire the kitchen privately and manage your own food, a \$200 charge applies (including GST).

Bar (quoted including GST)

The Bar Services are provided by our licensed bar manager. Bar staff are charged at \$25 per person per hour.

Cleaner

\$60 per room, including GST

AV Services (quoted including GST)

Projector & Screen

\$25 per hour, per projector & screen

Television

\$10 per hour, per television

Video Recorder & Tripod

\$10 per hour



thehub Hire Agreement

3 Kilbirnie Crescent, Kilbirnie, Wellington

Once completed please send to Cara Robson toituhub@gmail.com

Details

Name of Hirer

Address

Mobile Phone

Home / Work Phone

Hire Date

Type of Function

Start & Finish Times

Number of Hours

Number of People

Please tick the facilities you wish to hire

- North Lounge
- South Lounge
- Community Room
- Green Room (Astro Turf)
- Training Gym

To be filled in by thehub

Charge	Calculation	Total (including GST)
Hire Fee	Room Rate x Hours	
Cleaning	\$60 per room	
WCC Special License		
Kitchen Hire	\$200	
AV Services	\$25 per projector per hour \$10 per TV per hour \$10 per video recorder & tripod per hour	
Bar Manager / Staff	\$25 per person per hour	
Other		

Total Payable

Deposit	Due	
Final Balance	Due	

SIGNED on behalf of the Toitu Poneke Community & Sports Centre:

Signature

Name

Date

SIGNED on behalf of the Hirer:

I acknowledge that I have read and agree to the terms and conditions for venue hire.

Signature

Name

Date

TERMS AND CONDITIONS FOR VENUE HIRE

OUR RESPONSIBILITIES

We are a fully serviced function venue. Subject to the terms of this Agreement, we will provide to you the selected venue/room, between the stated start and finish times, together with the agreed catering, beverages, staffing and equipment as indicated on the Contract.

CONTRACT PRICE AND EXPENDITURE

Fees and prices will be as outlined in the confirmation document. Any subsequent requests for goods or services will be added to your final invoice, with full payment due no later than 7 days after the event.

YOUR RESPONSIBILITIES

To ensure the venue is respected, the hirer is responsible for:

- » The behaviour of the guests at all times,
- » Ensuring the safety of the guests and ensuring the hirer's guests conduct themselves so as not to expose themselves to risk of harm.
- » Ensuring the venue facilities and equipment are not left abused or in a damaged condition.
- » Ensuring the function (and any packing down that must be done) finishes within the designated venue hire period and that any decorations and hire equipment are removed at the conclusion of the function.
- » Any damage to the venue property incurred during the hire period is to the cost of the hirer.
- » Any lost, broken or missing equipment will be charged at a replacement cost and is to the cost of the hirer.

HEALTH AND SAFETY

Under the Health and Safety regulations we are required to exercise our obligations to keep others and ourselves safe from harm. Prior to and /or on arrival our staff will provide our Health and Safety induction brief. As the person organising this event, for your company YOU are the person responsible for ensuring your onsite representatives (and any sub-contractors) are also made aware of these obligations. Your main contact person on premise, is then responsible for ensuring all your guests/delegates are aware of the Health & Safety Policy, hazards and evacuation processes. We may end your function before the function end time in the case of an emergency, or if there is a case of serious disorder, or where you materially breach any of your obligations under this agreement.

YOU MAY PROVIDE CERTAIN EQUIPMENT AND MATERIALS

You will be responsible for the delivery, collection, safety, insurance of, any damage or loss caused by any equipment, materials or facilities you bring to The Venue. You will not bring into The Venue, or permit or allow to be brought into The Venue, dangerous or hazardous substances, or objects of such weight that may cause overloading or strain to the flooring or walls of The Venue. Nor may you add to, alter, or attach equipment, fixtures or fittings to The Venue (including stands and other structures) without prior written consent. Use of smoke or dry ice machine's are prohibited unless previously arranged.

SUPPLY OF LIQUOR

The Venue has a liquor license and licensed bar staff, although special licenses are required for special events (refer page 6). Intoxicated people are not permitted on the licensed premises. It is an offence to allow persons to become intoxicated at our venue. It is also an offence to serve an intoxicated person. Accordingly, intoxicated people will be asked to leave. A current NZ drivers license, a passport, or Hospitality NZ 18+ card are the only types of ID that we can accept. If a patron looks under 25, they may need to provide proof of age. Food, low and non alcohol drinks and free drinking water are available at all times.

DISRUPTIVE OR INTOXICATED PERSONS

We may require any persons who are intoxicated, violent, quarrelsome, insulting or disorderly (or persons who are likely to become so), or any persons causing a nuisance to other persons at The Venue, to leave the premises.

FEE'S AND PAYMENT

A deposit of 25% is required to confirm your booking. We reserve the right to request a higher deposit and/or a refundable bond at our complete discretion. Full payment Full payment of the total venue and equipment hire charge is required at least seven (7) days prior the event. We reserve the right to charge an administration fee on all accounts which are not settled and require attention. Payment is currently accepted by cheque, cash or bank deposit (details provided on request).

BOOKING CONFIRMATION

No booking is confirmed until we notify you in writing that we have received and signed thehub Hire Agreement, and that we have received payment of a 25% deposit. Until such time as a booking is confirmed, the venue will be available for hire by third parties during the Hire Period (or part thereof). In the event that a third party wishes to hire the venue during the hire period (or part thereof) before the your booking has been confirmed, we will use reasonable endeavours to contact you to request that you provide us with a signed copy of thehub Hire Agreement and 25% deposit payment.

CANCELLATION

All cancellations must be received in writing and the following terms are applicable;

- » Deposit is forfeited
- » Between 7 and 14 days' notice; in addition to the deposit (which will be forfeited) you must pay an additional 25% of the total venue and equipment hire charge.
- » Less than 7 days' notice; in addition to the deposit (which will be forfeited) you must pay the total balance of the total venue and equipment hire charge.
- » We, at our discretion may waive part of the cancellation fee if the venue is rebooked.
- » Catering charges may also be payable, subject to the terms and conditions agreed with the caterer.

CANCELLATION AND TERMINATION BY US

We may cancel your booking and thereby terminate this agreement at any time when incidents occur which are deemed outside our control and effect the venues ability to provide the services for which it was contracted to. Any deposits paid will be refunded to you. However should we cancel or stop the event for any of the following reasons, no deposits will be refunded. If you, your guests or any other persons permitted entry into The Venue by you or someone on your behalf do not comply with any of the conditions, requirements or restrictions referred to in this contract. If you materially breach this agreement

CANCELLATION AND TERMINATION BY YOU

If for any reason other than due to the default of our company, any expenses and fees incurred by us will be properly chargeable. Tentative bookings not confirmed in writing within 10 days of the initial enquiry, may be released at our discretion.

YOUR LIABILITY

You will be liable for all liabilities, losses and costs which we may incur directly or indirectly as a result of a breach by you of this agreement, your actions or equipment or the actions or equipment of any of your guests or any persons permitted entry in the venue by you or someone on your behalf, including the death of or injury to any person and the damage to any property (including property owned by the venue). To the maximum extent permitted by law, we will not be liable to you or your guests or any other persons permitted entry into the venue by you or by someone on your behalf, for any loss, cost, injury or damage suffered or incurred by you or such other person in connection with or arising out of:

- » Any act, omission, error, default or delay by our employees, agents or sub-contractors.
- » Any cause beyond our reasonable control or
- » Any act or omission by you or any other third party; except to the extent that such loss, cost, injury or damage is caused by our negligence or wilful default. Without limitation, this includes any loss or damage to property brought into or left at the venue prior to, during or after your function and any loss or damage arising out of the catering services or your equipment (or the equipment of your guests or any other persons permitted entry into The Venue by you or someone on your behalf, whether the damage or loss is suffered before during or after your function.

PRIVACY ACT 1993

You authorise us to make credit references and other enquiries as may be required for the purpose of this Agreement and you authorise any person to disclose to us any personal information for that purpose. You also authorise us to disclose personal information about you to anyone that we may appoint, to collect an outstanding debt.

FORCE MAJEURE

Neither party shall be liable for any default due to any act of God, war, terrorism, strike, lock out, industrial action, fire, flood, storm or other event beyond the control of either party.



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KILBIRNIE PARK, WELLINGTON

**Absolutely Positively
Wellington City Council**

Me Heke Ki Pōneke