



SPACES FOR HIRE

A LIST OF SPACES FOR HIRE IN LOWER HUTT

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ALICETOWN

TRANSITION TOWNS COMMUNITY CENTRE

Venue location:	38 Victoria Street, Alicetown 5010
Contact:	Bruce Anderson
T:	04 589 2646
M:	027 625 0720
E:	transitiontownslowerhuttz@gmail.com
Office hours:	10:00AM – 12:00PM Monday to Friday
Type of facility:	Resilience/Sustainability and Community Centre including Toy Library
Room/spaces:	One room
Kitchen facilities:	Stove, fridge, freezer, microwave, cutlery etc.
Type of access:	Front of street access. Wheelchair ramp front and back entrance
Equipment available:	Children's play fort and swings outside.
Capacity:	30 seated
Hours available:	Depends on user group usage
Costs:	\$20 First hour then \$10 every following hour. Community Groups , NGO's and regular useage by arrangement.
Internet connectivity:	Wifi available
Any restrictions:	No smoking, no alcohol, no animals.

AVALON

AVALON PAVILION

Venue location:	Avalon Park, 61 Taita Drive, Avalon, Lower Hutt
Mailing address:	PO Box 44171, Lower Hutt 5011
Contact:	To make bookings or to check availability please click on the following link: avalonpavilioncharitabletrust.youcanbook.me
E:	avalon.pavilionLH@gmail.com
FB:	facebook.com/Avalon-Pavilion-556881051337914/
T:	04 567 5007
Type of facility:	Hall (heated, carpet and curtains), kitchen, toilets (men, women, disabled)
Room spaces:	Hall and boardroom
Kitchen facilities:	Oven, fridge, dishwasher
Type of access:	Double door, wheelchair ground level entry
Equipment available:	Chairs and tables, dance floor, high speed internet, projector & screen.
Capacity:	120 persons

Hours available: 24/7
 Costs: Upon request
 Any restrictions: No smoking. Liquor licence required, no 16th - 21st birthdays

AVALON PUBLIC HALL

Venue location: 14 Mabey Road, Avalon 5011
 Contact: Bookings Officer
 E: bookingsavalonpublichall@gmail.com
 M: 027 214 4421
 Type of facility: Hall: (Heat pumps/air conditioning), fully fenced back yard
 Room/Spaces: Hall and Supper Room
 Kitchen facilities: Fridge, Freezer, Double Oven, microwave, pie warmer, stainless steel food preparation area s
 Type of access: Mobility Accessible
 Equipment available: Tables and chairs
 Capacity: 120 persons
 Hours available: Monday - Friday 9:00 am - 11:00 pm and Saturday 9:00 am - 12:00 pm
 Costs: <https://www.facebook.com/AvalonPublicHall/>
 Internet connectivity: Not available
 Any restrictions: No smoking inside or out the front of the hall. No 16th - 21st birthday parties

HUTT BRIDGE CLUB

Venue location: 1 Park Avenue, Avalon 5011
 Contact: Club Manager
 T: 04 567 1058
 E: hbcinc@gmail.com
 W: hutt.bridge-club.org
 Type of facility: Club rooms
 Kitchen facilities: Fully equipped kitchen
 Type of access: Flat access, disabled facilities
 Capacity: Up to 120 people
 Hours available: Varies – some permanent bookings, phone to enquire
 Costs: Phone or email for prices
 Internet connectivity: Enquire at time of booking
 Any restrictions: No smoking. Liquor licence required. Some restrictions due to bridge play.

ST. JOHN'S AVALON UNITING CHURCH

Venue Location:	986 High Street, Lower Hutt 5010
Contact:	'Aisea Laukau
T:	04 971 3029 or 022 302 6614
Type of facility:	Church hall, lounge
Kitchen facilities:	Kitchen
Type of access:	Ramp, wheelchair accessible
Equipment available:	Seating
Capacity:	30
Hours available:	9am - 10pm
Costs:	Negotiable
Internet connectivity:	Enquire at time of booking
Any restrictions:	Not available Sundays. No alcohol or smoking

RICOH SPORTS CENTRE

Venue Location:	237 Taita Drive, Avalon, Lower Hutt 5011
Contact:	Event and Bookings Manager
T:	04 560 0537
E:	events@fpsportsville.org.nz
W:	fpsportsville.org.nz
Type of facility:	Multi Sport Centre
Venue Size:	Multiple spaces and sizes
Spaces Available:	Kadima Lounge 1 – 183m2 Kadima Lounge 2 – 212m2 Engine Room – 85m2 Cloud Nine Room – 37m2 Indoor Activity Zone – 588 m2 8 Changing Rooms 6 Squash Courts 1 artificial turf 1 artificial softball diamond Restaurant Bar Cafeteria
Kitchen facilities:	In house catering
Toilet facilities	Yes
Type of access:	Access for disabled

Equipment hire:	All tables, chairs, AV and whiteboards
Capacity:	Kadima Lounge 1 – 150 Kadima Lounge 2 – 250 Engine Room – 120 Cloud Nine Room – 24 Indoor Activity Zone – 300
Hours available:	Upon ringing
Costs:	Upon ringing
Internet connectivity:	Available free
Any restrictions:	No smoking No music after midnight

BELMONT

BELMONT MEMORIAL HALL (BELMONT DOMAIN)

Venue location:	Alongside S.H.2, across from Kennedy-Good Bridge, Avalon 5011 Next to Belmont School
Contact:	Parks and Recreation
E:	halls.bookings@huttcity.govt.nz
T:	04 560 0307
W:	huttcity.govt.nz/halls
Type of facility:	Community Hall
Venue Size:	18.5m x 9m = 166.5m ²
Spaces available:	Hall and kitchen
Kitchen facilities:	Kitchen with oven and Zip. No crockery.
Toilet facilities:	Yes
Type of access:	Access for disabled
Equipment available:	Limited tables and chairs available. Table size: 2.4 x 0.75m.
Capacity:	226
Hours available:	Upon ringing
Costs:	Upon ringing or available on our website www.huttcity.govt.nz
Internet connectivity:	Not available
Any restrictions:	Restrictions on alcohol related functions may apply. No 16 th or 18 th Birthday Parties. Please ask at time of booking. No smoking. No music after midnight.

HARDWICK SMITH LOUNGE

Currently closed for maintenance

Venue location:	Just off SH2 in Belmont Domain (Turn off at Owen Street into Norfolk Street), 5010
Contact:	Parks and Recreation
E:	halls.bookings@huttcity.govt.nz
T:	04 560 0307
W:	huttcity.govt.nz/halls
Type of facility:	Lounge
Venue Size:	Main room: 5.7m x 8.6m = 49.02m ²
Spaces available:	Fully carpeted lounge, and kitchen
Kitchen facilities:	Kitchen with oven, Zip, and shared fridge. No crockery.
Toilet facilities:	Yes
Type of access:	Access for disabled
Equipment available:	Limited tables and chairs. Table size: 2.4 x 0.75m.
Capacity:	75
Hours available:	Upon ringing
Costs:	Upon ringing or available on our website www.huttcity.govt.nz
Internet connectivity:	Not available
Any restrictions:	No 16 th or 18 th Birthday Parties involving alcohol. Restrictions on alcohol related functions may apply. Please ask at time of booking. No smoking. No music after midnight.

BOULCOTT

BOULCOTT'S FARM HERITAGE GOLF CLUB

Venue location:	33 Military Road, Boulcott, Lower Hutt 5010
Contact:	Functions Co-Ordinator
E:	Functions@boulcottsfarmhgc.co.nz
T:	04 567 4722
W:	www.boulcott'sfarmhgc.co.nz
Type of facility:	Conference and meetings, private function rooms, interview room
Spaces available:	Main function Room, 3x Smaller Meeting Rooms
Kitchen facilities:	Must use our in-house catering
Type of access:	Access for disabled
Equipment available:	Theatre Style seating for up to 160, Seating Dinner up to 140, Audio and AV equipment
Capacity:	160
Hours available:	As required

Costs:	On enquiry
Internet connectivity:	Free Wi-Fi
Any restrictions:	On enquiry

EASTBOURNE

EASTBOURNE COMMUNITY LIBRARY

Venue location:	Rimu Street, Eastbourne 5013
Contact:	Eastbourne Library
E:	eastbourne.library@huttcity.govt.nz
T:	04 562 8042
Type of facility:	Former Council Chambers
Kitchen facilities:	Available
Type of access:	The former Council Chambers are on the second floor with staircase access only (no lift). Not suitable for wheelchairs.
Equipment available:	Tables/chairs
Capacity:	55 max
Hours available:	By negotiation
Costs:	Upon ringing
Any restrictions:	No smoking. No alcohol

EASTBOURNE COMMUNITY HALL

Venue location:	Tuatoru Street, Eastbourne 5013
Contact:	Parks and Recreation
E:	halls.bookings@huttcity.govt.nz
T:	04 560 0307
W:	huttcity.govt.nz/halls
Type of facility:	Community hall
Spaces Available:	Main hall with astro turf, supper room and kitchen
Kitchen facilities:	Kitchen with stove and Zip. No crockery.
Toilet facilities:	Yes
Type of access:	Access for disabled
Equipment available:	Limited tables and chairs available. Table size: 2.4 x 0.75m.
Capacity:	150
Hours available:	Upon ringing
Costs:	Upon ringing or available on our website www.huttcity.govt.nz
Internet connectivity:	Not available
Any restrictions:	Hall is set up for indoor sports with astro turf and netting. No 16 th or 18 th Birthday Parties. Restrictions on alcohol related functions may apply. Please ask at time of booking.

No smoking. No music after midnight.

EASTBOURNE PRESBYTERIAN PARISH – ST. RONAN'S CHURCH

Venue location:	234 Muritai Road, Eastbourne 5013
Contact:	Sandy Lang
E:	slang@xtra.co.nz
T:	04 562 8753
M:	021 222 0383
W:	www.stronans.org.nz
Type of facility:	Church hall with kitchen, other rooms available
Room/spaces:	Two other rooms – Blue Room and Fellowship Room
Kitchen facilities:	Kitchen off main hall with fridge, stove, boiling water, microwave, tea-making in one room
Equipment available:	Whiteboard, chairs and tables. Tea and coffee making facilities
Capacity:	80 - 100
Hours available:	On enquiry
Costs:	Main Hall with no kitchen use \$17.00 p/h, with kitchen use \$20.00 p/h, Blue Room \$16.00 p/h, Fellowship Room with kitchenette \$16.50 p/h.
Internet connectivity:	Good Wi-Fi available.
Any restrictions:	No smoking, neighbours to be considered with noise.

MURITAI SCHOOL

Venue location:	Muritai Road, Eastbourne 5013
Contact:	School Office
E:	lowe@muritai.school.nz
T:	04 562 8409
Type of facility:	Hall
Kitchen facilities:	Oven, fridge
Type of access:	Wheelchair accessible
Equipment available:	Bring your own
Capacity:	200 max
Hours available:	Upon ringing
Costs:	Upon ringing
Internet connectivity:	Enquire at time of booking
Any restrictions:	No 18 th Birthday Parties involving alcohol. Restrictions on alcohol related functions may apply. No smoking on school grounds

ST ALBAN'S ANGLICAN CHURCH

(Church and hall are unavailable for hire until earthquake strengthening repairs are complete – no current finishing date confirmed)

Venue location: 14 Ngaio Street, Eastbourne 5013

Contact: The Parish Administrator

E: stalbansch@xtra.co.nz

T: 04 562 6269

W: <http://stalbanschurch.nz>

Type of facility: Church

Room spaces: Commercial kitchen

Kitchen facilities: Commercial kitchen
Small kitchen for coffee/tea making

Costs: By negotiation

EPUNI

EPUNI COMMUNITY HALL

Venue location: Corner Oxford Terrace and Mitchell Street, Epuni 5011

Contacts: Hutt City Musical Theatre

T: All Enquires by Email

E: bookings.hcmt@gmail.com

W: <https://www.hcmtnz.com/hall-hire>

Type of facility: Community hall that is maintained in the heritage of its construction in the 1950's. Hall includes a Supper Room used regularly as:

- Dance Venue and Studio - sprung timber floors - large dance studio mirror wall
- Performing Centre by Hutt City Musical Theatre as the main tenants and easily arranged in cabaret style seating for dances or shows.
- Recital Centre - Hutt City Musical Theatre have a performance standard piano that may be made available for use.
- Church Services, Social gatherings and Meetings

Kitchen facilities: Yes

Toilet facilities: Yes

Capacity: Cabaret Seating 120, Assembly Style Seating 160

Hours available: 8:00am –midnight

Costs: \$23.00 plus GST per hour - a bond may be requested depending on function

Internet connectivity: Enquire at time of booking

Any restrictions: At the discretion of the Hall Manager and Hutt City Musical Theatre

EPUNI SCHOOL HALL

Venue location: 313 Waiwhetu Road, Fairfield, Lower Hutt 5011

E: office@epuni.school.nz

T: 04 939 7702

Type of facility: Hall

Room/spaces: Hall and kitchen

Kitchen facilities: Kitchen with oven/hot water

Toilet facilities: Four toilets

Type of access: No disability access

Equipment available: Joined seating

Capacity: 150

Hours available: Saturdays only – 8am – 11pm

Costs: Phone school for a quote

Internet connectivity: Nil

Any restrictions: No alcohol. No smoking. No parties. Must vacate by 11pm as residential area

RIVER OF LIFE CENTRE

Venue location: 774 High Street, Lower Hutt 5011

Contact: Emma Kim

E: admin@riveroflifecentre.org.nz

T: 04 577 3211

Website: www.riveroflifecentre.org.nz

Type of facility: Church

Room/spaces: Auditorium, hall and smaller rooms

Kitchen facilities: Two stoves and microwave

Type of access: Ramp

Equipment available: Chairs and tables available on request

Capacity: Up to 250 in auditorium

Hours available: By negotiation

Costs: Upon ringing

Internet connectivity: Enquire at time of booking

Any restrictions: No smoking. No alcohol. No noise after 10pm

KELSON

KELSON COMMUNITY CENTRE

Venue Location:	5A Timaru Grove, Kelson, 5010
E:	kelsoncommunity@hotmail.com
T:	027 882 2156
W:	www.kelson.co.nz
Type of facility:	One large room split by folding doors, so can be used as two. Small back room suitable for interviews
Kitchen facilities:	Fully equipped kitchen
Toilet facilities:	Yes access by wheel chair
Equipment available:	80 chairs and 8 tables. Crockery for about 60 people. At an extra cost we hire out toys, BBQ & gas bottle and stereo for \$10 each and we have a projector for hire at \$20.
Capacity:	80
Hours available:	Until 11pm weekdays and 12am Friday - Sunday
Costs:	Upon emailing or view on our website. Bond is required.
Internet connectivity:	Enquire at time of booking
Any restrictions:	No smoking. No noise after 11pm as residential area. There may be some restrictions for events with alcohol.

LOWER HUTT

ANGUS INN HOTEL

Venue location:	Corner Waterloo Road and Cornwall Street, Lower Hutt 5010
Contact:	Dot Scott
E:	functions@angusinn.co.nz
T:	04 560 2811
F:	04 569 4744
Type of facility:	Conference and meetings, private function rooms, interview room
Room/ spaces:	Four rooms. Dining, accommodation rooms
Kitchen facility:	Restaurant on site
Toilet facilities:	Disabled, two toilet blocks for function rooms
Type of access:	Flat access, disabled friendly
Equipment available:	Conference rooms have screens, whiteboards, data projectors. Please talk to us if you have any other equipment requirements
Capacity:	25 -150 max ask upon ringing
Hours available:	6am - midnight
Costs:	Range from function rooms

Internet connectivity:	Enquire at time of booking
Any restrictions:	No smoking
Any other info:	Function rooms are fully catered by hotel in both food and beverage

RUSSELL KEOWN HOUSE (FORMALLY APEX HOUSE)

Venue location:	1 Knights Road, Corner of Queens Drive and Laings Road Lower Hutt, 5010
Contact:	Parks and Recreation
E:	hall.bookings@huttcity.govt.nz
T:	04 560 0307
W:	huttcity.govt.nz
Type of facility:	Three meeting rooms
Spaces available:	Three rooms of varying sizes which can hold between 10-35 people
Meeting room sizes:	Room 1: 8.8m x 4.6m = 40.48m ² Room 2: 5.9m x 5.3m = 31.47m ² Room 3: 3.3m x 6m = 19.8m ²
Kitchen facilities:	Microwave, hot water for tea and coffee making, no crockery
Toilet Facilities:	Yes
Type of access:	Wheelchair accessible
Equipment available:	White board in each room, tables and chairs to fit capacity
Capacity:	Meeting Room 1: up to 35 theatre style Meeting Room 2: up to 20 theatre style Meeting Room 3: up to 10 theatre style
Hours available:	Upon ringing
Costs:	Upon ringing or available on our website huttcity.govt.nz
Internet connectivity:	Not available
Any restrictions:	Venue is suited to meetings. Tea/coffee facilities only. No alcohol. Rooms are within close proximity so noise must be kept to a minimum.

CHAMPERS MOTOR INN

Venue location:	6 – 10 Pharazyn Street, Lower Hutt
Contact:	Reception
E:	champers@xtra.co.nz
T:	04 569 3906
W:	www.champersmotorinn.co.nz
Type of facility:	Conference room
Capacity:	30 – 60

Hours available: 8am – 5pm
 Costs: Upon ringing
 Internet connectivity: Enquire at time of booking

DYER STREET SCHOOL

Venue location: Dyer Street, Lower Hutt 5010
 Contact: School Office
 E: admin@dyerstreet.school.nz
 T: 04 567 8016
 Type of facility: Hall
 Kitchen facilities: Yes
 Toilet facilities: Two toilets
 Type of access: Wheelchair accessible
 Equipment available: Tables/ chairs
 Capacity: 250 max (seating)
 Hours available: Mainly weekends
 Costs: Upon ringing
 Internet connectivity: Enquire at time of booking
 Any restrictions: No drinking. No smoking. Out by midnight

FERNHILL MOTOR LODGE

Venue location: 17–19 Pharazyn Street, Lower Hutt 5010
 Contact: Reception
 E: info@fernhillmotorlodge.co.nz
 T: 04 939 9939
 F: 04 939 9933
 Website: www.fernhillmotorlodge.co.nz
 Room/Spaces: Conference/meeting room/dining room with full kitchen
 Kitchen facilities: On site catering
 Type of access: Upstairs/ downstairs available
 Equipment available: TV/DVD, Flipchart, Screen, Whiteboard, Water Cooler, Tea/Coffee Machines, Full Kitchen, Accommodation
 Capacity: 18 – 24
 Hours available: 7.30am – late
 Costs: Half Day \$100.00, Full Day 200.00
 Internet connectivity: Free & Unlimited
 Any restrictions: Normal legal responsibility abided

GRACEFIELD SCHOOL

Venue location:	Bell Road, Lower Hutt 5010
Contact:	School office
E:	office@gracefield.school.nz
T:	04 569 5422
Type of facility:	Hall with stage
Kitchen facilities:	Yes
Toilet facilities:	Yes
Equipment available:	Upon ringing
Grounds:	For hire
Hours available:	Upon ringing
Costs:	Upon ringing
Internet connectivity:	Enquire at time of booking

HUIA POOL

Venue location:	Huia Street, Lower Hutt 5010
Contact:	Pool reception
E:	huia.pool@huttcity.govt.nz
T:	04 570 6655
W:	huttcity.govt.nz/huia-pools
Type of facility:	Meeting room
Kitchen facilities:	Oven and sink
Toilet facilities:	Downstairs
Type of access:	No wheelchair access
Capacity:	50 max
Equipment available:	4 tables and 30 chairs
Hours available:	During pools public hours
Costs:	\$22 per hour
Internet connectivity:	Not available
Any restrictions:	No smoking. No alcohol

HUTT ART CENTRE

Venue location:	Corner Myrtle and Huia Streets, Lower Hutt 5010
Contact:	Christine Cox
E:	huttartsociety@xtra.co.nz
T:	04 566 0102
W:	www.huttart.co.nz
Type of facility:	Galleries and Art Centre

Room/spaces:	Painting/print/pottery/weaving studio and meeting rooms
Kitchen facilities:	Yes
Type of access:	Ramp
Equipment available:	Please enquire
Capacity:	Up to 25 depending on studio size
Hours available:	7.30am – 10pm
Costs:	\$30 - \$100 depending on time and room
Internet connectivity:	Not available
Any restrictions:	No smoking

HUTT BRIDGE CLUB

Venue location:	1 Park Avenue, Avalon 5011
Contact:	Club Manager
T:	04 567 1058
E:	hbcincnz@gmail.com
W:	www.hutt.bridge-club.org
Type of facilities:	Club rooms
Kitchen facilities:	Fully equipped kitchen
Type of access:	Flat access, disabled facilities
Capacity:	Up to 120 people
Hours available:	Varies – some permanent bookings, phone to enquire
Costs:	Phone or email for prices
Internet connectivity:	Enquire at time of booking
Any restrictions:	No smoking. Liquor licence required. Some restrictions due to bridge play.
Any restrictions:	No smoking

HUTT BOWLING CLUB

Venue location:	6 Myrtle Street, Lower Hutt
Contact:	John Carter, Functions Coordinator
T:	04 569 4941 or 04 566 3839
E:	johnscarter@xtra.co.nz or admin@huttbowls.co.nz
Type of facilities:	Hall, Lounge with bar. Suitable for meetings, small conferences, private functions. Corporate and Social Bowls
Kitchen facilities:	Fully equipped kitchen
Type of access:	Flat access, disabled facilities
Equipment available:	Tables, chairs, sound system, TV

Capacity:	240 persons. Lounge seats 100 persons either theatre style or at tables
	Car parking for 60 vehicles
Hours available:	Until midnight
Costs:	Available upon enquiry
Internet connectivity:	Available
Any restrictions:	Special Liquor licence required for bar use

HUTT CENTRAL SCHOOL

Venue location:	Railway Ave, Lower Hutt 5010
Contact:	School Office
T:	04 566 0059
E:	admin@huttcentral.school.nz
Type of facility:	Hall
Kitchen facility:	No crockery
Type of access:	Wheelchair accessible
Capacity:	200 max
Hours available:	Mon - Fri 6pm onwards, Sat - Sun all day
Costs:	Upon ringing
Internet connectivity:	Unavailable
Any restriction:	No smoking. No alcohol

HUTT CITY BAPTIST

Venue location:	132-146 High Street, Lower Hutt
Contact:	The Church Administrator
E:	admin@huttbaptist.org.nz
T:	04 566 0467
Type of facility:	Halls and meeting rooms
Kitchen facilities:	Kitchen
Type of access:	Wheelchair accessible, stairs and lift
Equipment available:	Tables, chairs, whiteboard, projector, sound equipment. If you have equipment needs please get in touch
Capacity:	up to 300
Hours available:	Upon enquiry
Costs:	Upon enquiry (reductions for non-profit organisations)
Internet connectivity:	Enquire at time of booking
Any restrictions:	No alcohol. No smoking. Unavailable on Sundays

HUTT CITY SENIOR CITIZENS' ASSOCIATION INC

Venue location:	Ground Floor, 45 Knights Road, Forsyth Barr Tower, Lower Hutt 5010
Contact:	John Walter
E:	socialseniorsnz@gmail.com
M:	027 445 1229
Type of facilities:	Meeting room
Room/spaces:	Suitable for conferences, drama groups, dance groups, Taekwondo
Kitchen Facilities:	Modern kitchen, BYO cutlery
Type of access:	Wheelchair accessible
Equipment available:	16 tables, 140 Chairs
Capacity:	150
Hours available:	By arrangement
Costs:	Upon ringing
Internet connectivity:	Enquire at time of booking
Any restrictions:	Smoke free. There is to be no alcohol on the premises.

HUTT OLD BOYS MARIST RUGBY FOOTBALL CLUBROOMS

Venue location:	Myrtle Street, Hutt Recreation Ground, Lower Hutt 5010
Contact:	Dave Rose
E:	threesistersltd@xtra.co.nz
T:	027 486 545
F:	04 560 2407
W:	www.hobm.co.nz
Type of facility:	Sports club
Room spaces:	One room
Kitchen facilities:	Fully equipped kitchen
Type of access:	Wheelchair
Equipment available:	Tables/chairs
Capacity:	200
Hours available:	Negotiable
Costs:	\$250 per day, plus cleaning - \$500 bond
Internet connectivity:	Enquire at time of booking
Any restrictions:	No

LOWER HUTT ANGLICAN PARISH – ST. JAMES CHURCH

Venue location:	71 Woburn Road, Lower Hutt 5010
Contact:	Parish Office
E:	reception@stjames.net.nz

T:	04 569 6737
Type of facility:	Two halls with kitchen – one with wheelchair access
Kitchen facilities:	Two stoves, tea and coffee mugs, spoons, microwave
Type of access:	Wheelchair accessible to main hall and kitchen
Equipment available:	Tables/chairs
Hours available:	Upon ringing
Costs:	Upon ringing.
Any restrictions:	No smoking. Events consistent with the mission and ministry of the Parish. 10:00pm finish.
Internet connectivity:	Enquire at time of booking

LOWER HUTT EVENTS CENTRE

Venue location:	30c Laings Road, Lower Hutt
Contact:	Hayley Righton
E:	sales@lhec.co.nz
T:	04 568 1920
W:	lowerhutteventscentre.co.nz
Type of facility:	Events Centre, Town Hall, Meeting rooms
Kitchen facilities:	Commercial kitchen on site – no outside catering allowed
Type of access:	Access for disabled
Toilet facilities:	Yes
Equipment available:	Tables and chairs for up to 900
Capacity:	1200
Hours available:	Mon – Sun
Costs:	On enquiry
Any restrictions:	On enquiry
Internet connectivity:	Free Wifi

SETTLERS MOTOR LODGE AND ALFRED COLES HOUSE

Venue location:	83 - 85 Hutt Road, Petone 5012
Contact:	Lyn Riley
E:	stay@settlersmotel.co.nz
T:	04 939 4088
F:	04 939 3168
W:	www.settlersmotel.co.nz
Type of facility:	Conference, function centre, wedding venue, motel accommodation
Room spaces:	Two rooms, licensed bar

Kitchen facilities:	Commercial catering kitchen on-site – charges apply. On-site catering available
Equipment available:	Normal conference equipment – additional charges may apply. Specific equipment details available on request.
Capacity:	80 theatre style, 28 U-shape, 40 L-shape, classroom style
Type of access:	Wheelchair accessible for disabled downstairs only
Hours available:	7am – 12am
Costs:	Depends on event
Internet availability:	Free Wi-Fi available in conference setting

ST. MARK'S WESLEY UNITING CHURCH

Venue location:	58 Woburn Road, Lower Hutt 5010
Contact:	Eric Wadsworth
E:	stmarks@hcuc.co.nz
T:	04 566 0743
W:	www.hcuc.co.nz
Type of facility:	Hall, lounge, meeting room
Kitchen facilities:	Full Facilities
Type of Access:	Ramp Access
Equipment available:	Tables and chairs
Toilet Facilities:	Male, Female and Disabled
Capacity:	Hall – 80; Lounge – 40; Meeting room – 20
Hours available:	Not available on Sundays
Costs:	Negotiable
Internet connectivity:	Enquire at time of booking
Any restrictions:	No smoking or alcohol. Must comply with the church wholeness and wellness philosophy

THE DOWSE ART MUSEUM

Venue location:	45 Laings Road, Lower Hutt 5010
Contact:	Resource & Functions Coordinator
E:	venues@dowse.org.nz
T:	04 570 6500
W:	www.dowse.org.nz
Type of facilities:	Conference and meetings, private functions, weddings, interviews
Kitchen facilities:	Kitchenette with sink (hot/cold water access) steriliser, microwave, fridge. No oven. Hot water urn available.
Toilet facilities:	Downstairs: four female, three male, two urinals and one disabled. Top floor: one disabled

Type of access:	Fully wheelchair accessible, stairs and lift (Int), stairs and ramp (Ext)
Equipment available:	Tables, chairs, glassware, PA system, podium, projector, lectern, other; contact for more information
Capacity:	Up to 200
Hours available:	Until midnight
Costs:	On enquiry. Discounts available for non-profit organisations and Hutt City ratepayers. A bond may be required.
Internet connectivity:	Not available
Any restrictions:	No smoking, off-site by midnight, no school balls, no 21st birthdays or teenage birthdays.
Any other info:	Terms and conditions available upon request

THE LITTLE THEATRE

Venue location:	Queens Drive, Lower Hutt 5010 (beside War Memorial Library)
Contact:	Resource & Functions Coordinator (The Dowse Art Museum)
E:	venues@dowse.org.nz
T:	04 570 6500
W:	www.dowse.org.nz
Type of facility:	Theatre
Room/spaces:	Foyer, auditorium, dressing rooms
Kitchen facilities:	No; hot water Zip, mini fridge and microwave available in Green Room
Type of access:	Wheel chair accessible
Equipment available:	Fixed theatre seating, upright and Grand Pianos; chairs/tables for foyer/dressing rooms available
Capacity:	Auditorium seating: 306
Hours available:	8am – 11pm; extra costs for outside these times
Costs:	On enquiry. Discounts available for non-profit organisations
Internet connectivity:	Not available
Any restrictions:	Restrictions on alcohol related functions may apply. Please ask at time of booking. No smoking. Restricted parking on Sundays
Any other info:	Available on website or by phoning

MAUNGARAKI

MAUNGARAKI BAPTIST CHURCH CENTRE

Venue location:	164 Dowse Drive, Maungaraki, Lower Hutt
Contact:	Chris Dugdale
T:	Please email for initial enquiries
E:	mbc4church@gmail.com
W:	http://mbc.org.nz/

FB:	https://www.facebook.com/pages/Maungaraki-Baptist-Church/2132321293481977
Type of facility:	Church
Room Space:	Auditorium with stage – Conservatory – Mezzanine and Kitchen. Separate Admin Building has a lounge and 3 meeting rooms, a kitchenette and a bathroom.
Kitchen facilities:	Modern kitchen with 2 ovens and commercial dish sterilizer. Microwave, Fridge/Freezer and a Rheem Hot Water Unit.
Type of access:	Wheelchair accessible to all areas apart from Mezzanine. French doors lead into the conservatory and also to outside.
Toilet facilities:	Main Auditorium has five toilets (one is a wheelchair accessible toilet) downstairs, and one upstairs for the Mezzanine floor Admin Building has one toilet
Equipment available:	Whiteboard (Portable) and Drop down screen. Sound system only by arrangement and extra cost of sound technician
Capacity:	Auditorium seats up to 250 people Mezzanine seats up to 30 people Admin Building Lounge seats up to 12 people Conservatory seats up to 20 people
Hours available:	Mondays to Saturdays 8.00 to 10.00 pm (subject to previous bookings)
Costs:	Auditorium -\$300 per full day, \$200 per half day + \$40 for each extra hour Mezzanine - \$150 per full day, \$80 per half day + \$20 for each extra hour Admin building - \$150 per full day, \$80 per half day + \$20 for each extra hour Extras if Auditorium or Mezzanine is hired: Kitchen - \$50 per full or half day Mezzanine Floor - \$30 per full or half day Conservatory - \$30 per full or half day Weddings & Funerals - \$300 - \$500. Up to 250 people seated + 50 standing. Sound system including sound person - \$200
Internet connectivity:	Available
Any restrictions:	Maungaraki Baptist Church hires out their buildings at their discretion to groups that are in line with their values and beliefs. We have a No Smoking, No Alcohol policy.

MAUNGARAKI COMMUNITY CENTRE

Venue location:	135 Dowse Drive, Maungaraki 5010
Contact:	Tracy Coleman

T:	Please email
E:	president@maungaraki.co.nz
W:	www.maungaraki.com
Type of facility:	Hall, supper room and community corner
Room Space:	Main Hall: approx. 20mx15m; Supper Room: Carpeted room approx. 15mx4.2m; Community Corner: two rooms approx. 10m ² , one has a kitchenette
Kitchen facilities:	Main kitchen: fridge/freezer, microwave, 2 x ovens/stoves, electric jug, limited crockery Kitchenette: fridge/freezer, microwave, electric jug
Type of access:	Walk in, semi wheelchair – discuss your needs when booking
Equipment available:	Chairs and tables, heating Main Hall: a half size basketball court, markings for two badminton court, whiteboard Supper Room: TV and DVD player
Capacity:	Full facility: 260 people Main hall: 200 people Supper Room: up to 50 people Community Corner: approx. 10 people
Hours available:	Weekends only
Costs:	\$10 to \$20 per hour - depending on space hired
Internet connectivity:	Not available
Any restrictions:	No teenage parties or 21 st , noise restrictions due to residential area, alcohol enquire at time of booking

MOERA

MOERA COMMUNITY HALL

Venue location:	107 Randwick Crescent, Moera 5010
Contact:	Parks and Recreation
E:	halls.bookings@huttcity.govt.nz
T:	04 560 0307
W:	huttcity.govt.nz/halls
Type of facility:	Community Hall
Venue Size:	Main hall: 10m x 15.8m = 158m ² Supper room: 9.2m x 7.4m = 68.08m ²
Spaces available:	Main hall, supper room and kitchen (there is a public playground outside the hall)
Kitchen facilities:	Kitchen with fridge, oven and zip. No crockery

Toilet facilities:	Yes
Type of access:	Access for disabled
Equipment available:	Limited tables and chairs available. Table size: 2.4 x 0.75m.
Capacity:	150
Hours available:	Upon ringing
Costs:	Upon ringing or available on our website www.huttcity.govt.nz
Internet connectivity:	Not available
Any restrictions:	No 18 th birthday parties involving alcohol. Restrictions on alcohol related functions may apply. Please ask at time of booking. No smoking. No music after midnight.

MOERA COMMUNITY HOUSE

Venue location:	107 Randwick Crescent, Moera 5010 (next to community hall)
Contact:	Loraine Dick
E:	moerahouse@actrix.co.nz
T:	04 568 9836
Type of facility:	Large room. Play area for children - fully fenced
Kitchen facilities:	Yes
Toilet facilities:	Yes
Type of access:	Ramp
Equipment available:	Hirer to supply
Capacity:	30 max
Hours available:	Monday - Sunday
Costs:	Upon ringing
Internet connectivity:	Enquire at time of booking
Any restrictions:	No alcohol. No smoking

NAENAE

NAENAE COLLEGE

Venue location:	910 High Street, Lower Hutt 5011
Contact:	Helen Hepburn
E:	hrn@naenae-college.school.nz
T:	04 567 7175 (Extn 550)
M:	027 2235 136
W:	www.naenae-college.school.nz
Type of facility:	Assembly Hall
Type of access:	Wheelchair accessible
Capacity:	440 people

Hours available:	Outside of school hours
Costs:	One day hire \$300
Internet connectivity:	Enquire at time of booking
Any restrictions:	No smoking on school grounds, no alcohol

TREADWELL STREET HALL

Venue location:	Treadwell Street, Naenae 5011
Contact:	Parks and Recreation
E:	halls.bookings@huttcity.govt.nz
T:	04 560 0307
W:	huttcity.govt.nz/halls
Type of facility:	Community Hall
Venue Size:	17.8m X 12m = 213.60m ²
Spaces available:	Main Hall and small kitchen
Kitchen facilities:	Kitchen with oven and zip. No crockery.
Toilet facilities:	Yes
Type of access:	Access for disabled
Equipment available:	Limited tables and chairs. Table size: 2.4 x 0.75m.
Capacity:	100
Hours available:	Upon ringing
Costs:	Upon ringing or available on our website www.huttcity.govt.nz
Internet connectivity:	Not available
Any restrictions:	No 18 th Birthday Parties involving alcohol. Restrictions on alcohol related functions may apply. Please ask at time of booking. No smoking. No music after midnight.

NAENAE PRIMARY SCHOOL

Venue location:	Wheatley Street, Naenae 5011
Contact:	Kathy Bird
E:	principal@naenae-primary.school.nz
T:	04 567 8117 04 567 4846 (A/H)
M:	021 271 1579
F:	04 567 8771
Type of facility:	Hall hires
Kitchen facilities:	Oven, fridge, zip, microwave
Type of access:	Wheelchair accessible
Equipment available:	Eight tables, 200 chairs
Hours available:	From 9am Saturdays until 1am Sunday morning.

Costs: \$150 plus GST – bond of \$150
 Internet connectivity: Enquire at time of booking
 Any restrictions: No smoking

WESLEY RĀTĀ VILLAGE RECREATION HALL

Venue location: 249 Rata Street, Naenae 5011
 Contact: Emily Innes
 E: einnes@wesleyca.org.nz
 T: 04 385 3727
 Type of facility: Private hall
 Room/spaces: Main hall, kitchenette
 Kitchen facilities: Fridge, mini oven, two hot plates and microwave
 Toilet facilities: Two toilets, disabled
 Type of access: Wheelchair access, general parking on street front
 Equipment available: Chairs and folding tables
 Capacity: 40 people
 Hours available: Daytime and evenings till 10pm
 Costs: \$23 per hour (incl GST) during office hours/\$25.30 per hour (incl GST) after-hours and at weekends.
 Any restrictions: Hall is close to people's homes so not suitable for late night or noisy events.

WESLEY RĀTĀ VILLAGE COMMUNITY ROOMS

Venue location: 249 Rata Street, Naenae 5011
 Contact: Emily Innes
 E: einnes@wesleyca.org.nz
 T: 04 385 3727
 Type of facility: Meeting rooms
 Room/spaces: Two medium size rooms, kitchen
 Kitchen facilities: Yes.
 Toilet facilities: Two toilets, disabled
 Type of access: Wheelchair access, general parking on street front
 Equipment available: Chairs and tables
 Capacity: 40 people
 Hours available: Weekdays only
 Costs: \$23 per hour (incl GST) during office hours
 Any restrictions: Venue is close to people's homes so not suitable for late night or noisy events.

NORMANDALE

HUTT MINOH FRIENDSHIP HOUSE

Venue location:	38 Normandale Road, Normandale 5010
Contact:	Parks and Recreation
E:	halls.bookings@huttcity.govt.nz
T:	04 560 0307
W:	www.huttminoh.org.nz
Type of facility:	Historic house with large room ideally suited for business meetings
Room spaces:	Suitable for parties/weddings but event must end before 11.00pm
Kitchen facilities:	Full kitchen facilities, cups, plates, cutlery, wineglasses, dishwasher, fridge, microwave, oven, jugs, coffee plungers.
Type of access:	Drive on
Equipment available:	Large board room table can be split into 3 separate tables, 20 plastic chairs, 14 soft chairs, electronic whiteboard with coloured printer, 2 x trestle tables, portable TV with DVD player, small stereo
Capacity:	15 to 40 people depending on event – please discuss at time of booking
Hours available:	8am -11pm
Costs:	Enquire at booking
Any restrictions:	No smoking. Alcohol enquire at time of booking

PETONE

HE TOA COMMUNITY & SPORT DEVELOPMENT INC

Venue location:	North Street, Petone 5012
Contact:	Martin Stirling
T:	04 939 2503
E:	hetoa@paradise.net.nz
Type of facility:	Hall
Kitchen facilities:	Upon ringing
Toilet facilities:	Yes
Type of access:	Ramp
Equipment available:	Mattresses, seating, tables, whiteboards, TV/video, cutlery and Dishes, PE equipment, Showers are available
Capacity:	30 – 40 max
Hours available:	Weekends only
Costs:	Koha from Community groups. Set rate for businesses
Internet connectivity:	Enquire at time of booking

Any restrictions: No teenage parties, Music is to be off by midnight, No alcohol. No smoking

PETONE BAPTIST CHURCH

Venue location: 38 Buick Street, Petone 5012

Contact: Penny Stock

T: 04 971 6250

M: 021 911 420

E: admin@petonebaptist.org.nz

W: www.petonebaptist.org.nz

Type of facility: Church auditorium

Room/spaces: Two small rooms, 2 large.

Kitchen facilities: Yes

Type of access: Extensive disability access, ramp into building, elevator to mezzanine and top floors

Equipment available: Chairs, various tables (small - medium), also 10 folding trestle tables.
Sound equipment and data projection available by negotiation

Capacity: Upstairs hall approx 100, downstairs hall approx 180

Hours available: Enquire at time of booking

Costs: Half Day \$80, Full Day \$150

Internet connectivity: Enquire at time of booking

Any restrictions: No smoking inside. No alcohol. No noise after 10.30pm

PETONE CENTRAL SCHOOL

Venue location: 16 Britannia Street, Petone 5012

Contact: Faye Martin or Mornain King

T: 04 568 7974

F: 04 568 7559

E: office@petone-central.school.nz

W: petonecentral.school.nz

Type of facility: School Hall

Kitchen facility: One stove, 1 zip (hot water)

Equipment available: Tables and chairs

Hours available: 8.00 am - Midnight

Costs: \$150.00 plus \$50 bond. \$80.00 plus \$50 bond evenings from 6.00pm - \$20 per hour.

Internet connectivity: Enquire at time of booking

Any restrictions: No smoking. No alcohol

PETONE COMMUNITY HOUSE

Venue location:	6 Britannia Street, Petone 5012
Contact:	Cathie Dickson
E:	office@pchouse.nz
W:	www.petonecommunityhouse.nz
T:	04 568 7798
Type of facility:	Meeting Rooms
Kitchen facilities:	Fully equipped separate kitchen downstairs and kitchenette upstairs
Toilet facilities:	Three including one disabled
Type of access:	Wheelchair accessible downstairs only, stairs to upper level
Equipment available:	White boards, heat pumps, tables and chairs. Data projector available for hire
Hours available:	7am to 11pm
Office hours:	Monday – Friday 11am to 2pm
Coordinator:	Available by arrangement, Monday to Friday 9am to 4pm
Internet connectivity:	Enquire at time of booking
Any restrictions:	No smoking. No alcohol. No birthday parties

PETONE LIBRARY

Venue location:	7-11 Britannia Street, Petone 5012
Contact:	Library staff
T:	04 568 6253
E:	petone.library@huttcity.govt.nz
W:	library.huttcity.govt.nz
Type of facility:	Community meeting room
Kitchen facilities:	Yes, bring own supplies
Type of access:	Wheelchair access – access from back entrance of building, from Peel car park off Richmond or Britannia St
Equipment available:	Chairs, tables
Capacity:	50
Hours available:	8am – midnight
Costs:	\$9 per hour
Internet connectivity:	Enquire at time of booking
Any restrictions:	Low noise level. No smoking. No parties. No alcohol unless liquor licence is obtained

PETONE RUGBY FOOTBALL CLUB

Venue location:	On North Park, via Udy Street or Bouverie St, Petone 5012
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Contact:	Daniel Thompson
E:	petonerugbyevents@gmail.com
W:	www.petonerugby.com
T:	021 959 753
Type of facility:	Full club house facilities including lounge, dance floor, bar, BBQ and indoor and outdoor recreation areas
Room/spaces:	Upstairs meeting room and conference or social lounge, gym and group exercise facilities
Kitchen facilities:	Full kitchen including oven, zip, microwaves
Toilet facilities:	Multi locations male and female and disabled
Equipment available:	Sound and projection, white boards etc.
Capacity:	400 max
Hours available:	To suit user – perhaps subject to licensing conditions
Costs:	Quoted in line with user requirements. A bond may be required
Internet connectivity:	Enquire at time of booking
Any restrictions:	No teenage parties. No 21 st birthdays
Any other info:	Good parking capacity

PETONE WORKING MEN'S CLUB

Venue location:	47 Udy Street, Petone 5012
Contact:	Functions Department
E:	functions@petoneclub.co.nz
T:	04 568 5404
W:	www.petoneclub.co.nz
FB:	https://www.facebook.com/petoneclub/
Type of facility:	Private Club with 3 function rooms
Type of access:	Wheelchair access. Lift on premises
Equipment available:	Whiteboards, screens, microphones, projectors
Capacity:	150-200 depending on room setup
Hours available:	From 8.00am – midnight, 7 days
Costs:	From \$250
Internet connectivity:	Free WiFi throughout the Club

TE HUINGA O TE WHANAU

Venue location:	451 Jackson Street, Petone 5012
Contact:	Kathleen Mana
E:	tehuinga2014@hotmail.com
T:	021 236 0201

Type of facility:	Separate room with dividers doors between dining and hall area
Kitchen facilities:	Two stoves, fridge
Toilet facilities:	Yes, two showers – one has wheelchair access
Type of access:	Four steps (Ramp to be installed)
Equipment available:	Tables and chairs, mattresses, cutlery, crockery and some pots and pans (by arrangement)
Capacity:	80 - 100 People
Hours available:	Upon ringing
Costs:	Available on request. Negotiable depending on circumstances (bond required)
Internet connectivity:	Enquire at time of booking
Any restrictions:	No noise after 10.30pm, Residential area – noise considerations. No smoking
Any other info:	Must work within the principals of our organisation

WILFORD SCHOOL

Venue location:	William Street, Petone 5012
Contact:	Donna Seddon
E:	Office@wilford.school.nz
T:	04 568 3425
W:	www.wilford.school.nz
Type of facility:	School Hall
Room/ spaces:	Main hall
Kitchen facility:	Yes
Toilet facilities:	Yes
Type of access:	Wheelchair ramp
Equipment available:	Trestle tables
Capacity:	250
Hours available:	8am – 11pm
Costs:	\$100 bond, \$30 per hour
Internet connectivity:	Enquire at time of booking
Any restrictions:	No smoking. No alcohol
Any other info:	Floor has just been laid - no stilettos or heels

SEAVIEW

LOWRY BAY YACHT CLUB

Venue location:	100 Port Road, Seaview
Contact	Matthew Nolan

T:	04 568 3715
E:	info@lbyc.org.nz
Type of facility:	Yacht Club
Room/spaces:	Two, both for sole use of hirer plus a large deck overlooking the marina
Kitchen facilities:	Stove, fridge/freezer, microwave, fryer
Equipment available:	Indoor and outdoor tables and chairs, highchair, glasses. Hirer to supply own cutlery, crockery and cooking equipment
Capacity:	100
Hours available:	Day and evening with the exception of Friday from 4pm
Costs:	Half day \$130, full day \$240, evening \$350
Internet connectivity:	Enquire at time of booking
Restrictions:	No smoking, no dogs
Any other info	25 working days advance notice is required if special liquor licence needed

PELORUS TRUST SPORTS HOUSE

Venue location:	Hutt Park, Seaview, Lower Hutt 5010 (next to Junglerama)
Contact:	Sports House Reception
E:	reception@sportshouse.org.nz
T:	04 560 0300
Type of facility:	Our Sports House is ideal for conferences, workshops, large or small meetings, awards nights, cocktail receptions
Available spaces:	Two meeting rooms of the same size which can be hired separately or converted to one large area with the removal of partitioned walls One boardroom with TV, large table and seating for 10 A large café / break out area A commercial kitchen and a large café area with kitchenette Full facilities includes the hire of two meeting rooms, boardroom, kitchen and café area
Venue size:	Moera Room: 5.5 x 8m = 44msq Waiwhetu Room: 5.5 x 8m = 44msq Waiwhetu and Moera Rooms combined: 11.5 x 8m = 92msq Boardroom: 3.4 x 5.6m = 19.04msq Café area: 9.8 x 14.8m = 145.04msq
Kitchen facilities:	Full commercial kitchen: fridge, gas stove top. oven, microwave, dishwasher, water jugs and glasses

	Kitchenette located in the café area has a coffee machine + tea/coffee making facilities at a cost per cup
	We do not provide cutlery or crockery
Toilet facilities:	Fully accessible toilets
Type of access:	Wheelchair accessible – free parking
Equipment available:	Two larger rooms have tables, chairs, projectors/screens, whiteboards, podiums and microphones, sound system
	Boardroom has a TV and whiteboard
Capacity:	Building capacity 189 – building is tenanted during business hours. Café area is not available for exclusive hire during business hours
Hours available:	Please call or email to enquire
Costs:	Please call or email to enquire
Internet connectivity:	Complimentary wifi
Other information:	Alcohol functions require pre-approval
	Hireage must have a sporting, not for profit, or community benefit - no private or commercial functions

STOP OUT SPORTS CLUB

Venue location:	Hutt Park, 161 Hutt Park Road, Seaview
Contact:	Donna Beech
E:	secretary@stopout.org.nz
M:	021 133 7541
W:	www.stopout.org.nz
Type of facility:	Football club
Room/spaces:	One large room
Kitchen facilities:	Oven, microwave, fridge/freezer
Type of access:	Wheelchair. Large decking with bi-fold doors
Equipment available:	Microphone, sound system, speakers, DVD/TV.
Capacity:	160 people max
Hours available:	Negotiable with hirer
Costs:	Please contact hirer
Internet connectivity:	Enquire at time of booking
Any restrictions:	Saturdays during football season – April to mid-September

SILVERSTREAM

HUTT VALLEY RIDING FOR THE DISABLED

Venue location:	County Lane, Silverstream 5018
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Contact:	Bronwyn Hussey
T:	04 527 8360
E:	hvrda@xtra.co.nz
W:	huttvalleyrda.org
Type of facility:	Events, horse riding, parties
Spaces available:	Taylor Room, indoor arena, outdoor arena, breakout/tea room
Venue size:	Taylor Room: 10ms by 6ms Indoor arena: 20ms by 40ms Outdoor arena: 55ms by 35ms
Kitchen facilities:	Yes
Toilet facilities:	Yes
Type of access:	Yes accessible
Equipment available:	Tables, chairs, whiteboard, projector, TV with HDMI connectivity
Capacity:	Indoor arena: has stage seating for up to 120 Outdoor arena: No capacity for seating, limited standing area Taylor Room: 40 seated or 60 standing Breakout/tea room: 20 seated around tables, 40 seated only, larger numbers standing
Hours available:	Anytime
Costs:	Upon ringing) Whole facility per day is \$250.00 + GST Taylor Room for a party is \$80.00 + GST Taylor Room for a whole day meeting is \$100.00 + GST Just Indoor arena is \$150.00 + GST per day (can also do at a per rider rate per day) Just outdoor arena is \$100.00 + GST per day (can also do at a per rider rate per day) One off horse and rider is \$30.00 + GST
Internet connectivity:	Yes
Any restrictions:	Please clean up after yourself. If booking during the day during term time parking needs to be arranged

SILVERSTREAM PRESBYTERIAN PARISH - ST. MARGARET'S CHURCH

Venue location:	4-6 Dunns Street, Silverstream 5019
Contact:	Carol McConnell
T:	04 527 9462
Type of facility:	Church Hall
Kitchen facilities:	Yes

Toilet facilities:	Disabled toilet
Type of access:	Wheelchair access
Equipment available:	Tables and chairs
Capacity:	Hall – 160, Lounge 70
Hours available:	Upon ringing
Costs:	Upon ringing
Internet connectivity:	Enquire at time of booking
Any restrictions:	Table wine only, no smoking, finishes at midnight. Residential area noise consideration.

SILVERSTREAM RETREAT

Venue location:	Cnr Eastern Hutt Road & Reynolds Bach Drive, Lower Hutt 5019
Contact:	Reception
T:	04 562 9080
F:	04 563 5284
E:	info@staywithus.co.nz
W:	www.staywithus.co.nz
Type of facility:	Conference function centre. Group and motel accommodation available
Room/space:	Function areas with indoor-outdoor flow, several seminar rooms and accommodation
Kitchen facility:	On-site catering team. Self-contained motel units with full kitchen facilities
Type of access:	Wheelchair accessible function and conference rooms. Accessible facilities available
Equipment available:	Screens, whiteboards, flipcharts, multi-media sound systems, Projectors
Capacity:	5-300 depending on room chosen
Hours available:	24 hours
Costs:	Varies on specific facility, prices available on request
Internet connectivity:	Enquire at time of booking
Any restrictions:	Functions and conferences are fully catered by in-house catering team

STOKES VALLEY

KORAUNUI STOKES VALLEY COMMUNITY HUB

Venue location:	186 Stokes Valley Road, corner of Bowers Street and Scott Court
Contact:	Helen Murray

E:	helen.murray@huttcity.govt.nz
T:	04 562 9050
W:	https://www.facebook.com/koraunuihub/
Type of facility:	Five purpose-built multipurpose spaces, perfect for private functions, conferences, seminars, corporate functions, community events and meetings
Kitchen facilities:	One full kitchen with oven and stove, hot water facilities, urns, fridge, microwave, cutlery, crockery, glasses (full kitchen access is available on request at an additional charge) Two kitchenettes with hot water facilities and fridges
Toilet facilities:	Seven, two of which are wheelchair accessible
Type of access:	Wheelchair access, free parking
Equipment available:	Tables, chairs, computers (by arrangement) baby change tables, AV equipment, whiteboard, table tennis facilities
Capacity:	300
Hours available:	6am – midnight, 7 days a week
Costs:	On application
Internet connectivity:	Please enquire at time of booking
Any restrictions:	No smoking; Restrictions on alcohol related functions apply – please enquire.

STOKES VALLEY BOWLING CLUB INC

Venue location:	Stokes Valley Bowling Club - 50 Horoeka St, Stokes Valley 5019
Contact:	Bookings Officers: Vanessa Taylor or Stephen Wilson
E:	stokesvalleybowlingclub@gmail.com
T:	(04) 939 0239 027 2636 153 (Vanessa) 021 448 298 (Stephen)
Type of facility:	Bowling Club with a big car park
Room/Spaces:	Clubrooms/Main hall, bar, big kitchen, stereo/speakers/TV, dance floor (Central Heating), 1x natural green and 1x synthetic green, bowls etc.
Kitchen facilities:	Fridge, freezer, oven, microwave, pie warmer, deep fryer, dishwasher, Bench/table food preparation area
Equipment available:	Tables and chairs available, stereo/speakers/TV, bowls.
Capacity:	180
Hours available:	Monday to Sunday
Costs:	\$ 100.00 - a bond may be requested depending on the function, plus licencing fees below:

Class 2: 1 – 3 events of medium size (100 – 400 people)
 3 – 12 events of small size (less than 100 people - \$269.10)
 Class 3: 1 – 2 events of small size (less than 100 people - \$82.20)

Internet connectivity: Yes

Any restrictions: No smoking inside.

Liquor licence required. No music after midnight.

TAITA

TE WHAKARURUHAU MARAE – TAITA COLLEGE

Venue location: Eastern Hutt Road, Taita 5011
 Contact: Ronwyn Coffee
 E: ronwyn@taita.school.nz
 M: 027 659 3886
 Type of facility: Wharenuī (large sleeping area)
 Kitchen facilities: Fully equipped kitchen, dining room. Secure pantry
 Toilet facilities: Yes with showers
 Type of access: Ground level. Wheelchair, with off street parking
 Equipment available: Linen and mattress storage areas
 Capacity: Sleeps approx. 55 comfortably
 Hours available: 8am - 3pm (see restriction). Advance bookings advisable
 Costs: Booking fee plus Koha and bond if overnight
 Internet connectivity: Enquire at time of booking
 Any restrictions: No 18th Birthday Parties involving alcohol. Restrictions on alcohol related functions may apply. Available during school hours only by special arrangement (9 - 3pm inclusive). No smoking. No alcohol and no pets. Noise restriction applies

WALTER NASH CENTRE

Venue location: 22 Taine Street, Taita 5011
 E: walternash@huttcity.govt.nz
 T: 04 560 1090
 W: walternashcentre.co.nz
 Type of facility: Indoor Sports Stadium, Library, Community Centre
 Kitchen facilities: The kitchen is currently unavailable due to the corridor being closed for earthquake strengthening.
 Toilet facilities: Yes, access for disabled
 Type of access: Access for disabled

Equipment available:	Front stadium has three courts and back stadium has two courts. Tables - 20, chairs - 800 chairs on site, hoops and gaming clocks
Meeting rooms:	Two medium sized – have AV and Wifi Two small sized – No AV or Wifi
Capacity:	Front stadium 1,400, back stadium currently 500 due to the closed corridor, full centre approx 2,800
Hours available:	Upon ringing
Costs:	Upon ringing
Internet connectivity:	Enquire at time of booking
Any restrictions:	No smoking. Restrictions on alcohol related functions apply.
Any other info:	Available on website or by phoning. Available for any type of event and occasion. Any queries welcomed

WAINUIOMATA

WAINUIOMATA COMMUNITY HUB (LIBRARY BUILDING)

Venue location:	1a Queen Street, Wainuiomata 5014
E:	wainuiomata.hub@huttcity.govt.nz
T:	04 564 5822
Type of facilities:	Meeting rooms
Room/ spaces:	1 large room and 1 small room
Toilet facilities:	Two toilets, one with disabled access
Equipment available:	Tables, chairs, whiteboard, AV equipment and TV
Type of access:	Access for disabled
Capacity:	50 maximum for large room, 8 maximum for small room
Hours available:	Monday – Sunday upon ringing
Costs:	Upon ringing
Internet connectivity:	Free Wi-Fi
Any restrictions:	No alcohol. No smoking.
Any other info:	Booking time includes set-up and pack-down so please remember to include that when you make your request.

WAINUIOMATA COMMUNITY HUB (CENTRE BUILDING)

Venue location:	1c Queen Street, Wainuiomata 5014
E:	wainuiomata.hub@huttcity.govt.nz
T:	04 564 5822
Type of facilities:	Meeting rooms
Room/ spaces:	1 large room and 2 small rooms

Kitchen facilities:	Community Kitchen with oven, microwave and zip (cutlery and crockery not provided)
Toilet facilities:	Two toilets, one with disabled access
Equipment available:	Tables, chairs, whiteboard, AV equipment and TV (available on request)
Type of access:	Access for disabled
Capacity:	30 maximum for large room, 4 maximum for each small room
Hours available:	Monday – Sunday upon ringing
Costs:	Upon ringing
Internet connectivity:	Free Wi-Fi
Any restrictions:	No alcohol. No smoking.
Any other info:	Booking time includes set-up and pack-down so please remember to include that when you make your request.

WAINUIOMATA HARRIER CLUBROOMS

Venue location:	Richard Prouse Park, Hine Road, Wainuiomata
E:	ynuiharriers@gmail.com
M:	021 023 48292
W:	sporty.co.nz/wainuiomataaahc
Type of facilities:	Sports club
Room/ spaces:	Hall and small kitchen; suitable for small gatherings, race/event headquarters, meetings
Venue size:	Approximately 50sqm
Kitchen facilities:	Yes
Toilet facilities:	Not in the building, but there is a council toilet block ten metres away
Equipment available:	Chairs, benches, trestle tables
Type of access:	Stairs and ramp to wide front door
Capacity:	30-60
Hours available:	Any time apart from Saturday afternoons during winter, and 3rd Thursday of the month during winter
Costs:	Upon contacting
Internet connectivity:	No internet
Any restrictions:	No, although can access data from most networks
Any other info:	No smoking or alcohol

WAINUIOMATA HIGH SCHOOL

Venue location:	Parkway, Wainuiomata 5014
E:	office@wainuiomatahigh.school.nz
T:	04 938 3224

F:	04 939 7016
Type of facilities:	Auditorium, gymnasium
Kitchen facilities:	Yes
Toilet facilities:	Yes
Equipment available:	Nil
Capacity:	Auditorium 300
Hours available:	Upon ringing
Costs:	Upon ringing
Internet connectivity:	Enquire at time of booking
Any restrictions:	No private parties, no smoking, no alcohol

WAINUIOMATA PRIMARY SCHOOL

Venue location:	Homedale Road, Wainuiomata 5014
Contact:	School Office
E:	admin@wainuiomata.school.nz
T:	04 939 8677
F:	04 939 8018
Type of facility:	Hall/kitchen
Room spaces:	Hall
Kitchen facilities:	Stove, fridge
Type of access:	Wheelchair access
Equipment available:	Cleaning equipment provided. Forms and folding tables
Capacity:	100 people
Hours available:	Outside school hours, weekends and evenings
Costs:	Inquire to school office. Bond required
Internet connectivity:	Enquire at time of booking
Any restrictions:	No smoking. No bands (no loud music after 11.30pm)

WAINUIOMATA UNION CHURCH

Venue location:	106 -108 Main Road, Wainuiomata 5014
Contact:	Roger Ricketts
E:	admin@hcuc.co.nz
T:	04 970 7644
Type of facilities:	Hall
Kitchen Facilities:	Yes
Toilet facilities:	Toilets (disabled)
Type of access:	Wheelchair access
Equipment available:	Seating, 15 tables

Capacity:	120
Hours available:	9am - 11pm. Except for Friday evenings
Costs:	Upon ringing
Internet connectivity:	Enquire at time of booking
Any restrictions:	Not available Sundays. No smoking or alcohol. No noise after 11pm

WAINUIOMATA WAR MEMORIAL HALL

Currently closed for maintenance

Venue location:	Queen Street, Wainuiomata 5014 (next to community centre)
Contact:	Wainuiomata Library
E:	Wainuiomata.Hub@huttcity.govt.nz
T:	04 564 5822
W:	huttcity.govt.nz/halls
Type of facility:	Community Hall
Venue Size:	Main hall: 21.5m x 15m = 322.5m ² Supper room: 11m x 7.6m = 83.6m ²
Spaces available:	Main hall, separate supper room and two kitchens
Kitchen facilities:	One kitchen is off the supper room, and the other is off the main hall. Both have ovens, and the supper room kitchen also has a zip, a pie warmer, and small fridge. Neither has crockery.
Toilet facilities:	Yes
Type of access:	Access for disabled
Equipment available:	Limited tables and chairs available. Table size: 2.4 x 0.75m.
Capacity:	300
Hours available:	Upon ringing
Costs:	Upon ringing or available on our website www.huttcity.govt.nz
Internet connectivity:	Not available
Any restrictions:	No 18 th Birthday Parties involving alcohol. Restrictions on alcohol related functions may apply. Please ask at time of booking. No smoking. No music after midnight.

WAIWHETU

WAIWHETU ANGLICAN PARISH – ST. PAUL'S CHURCH

Venue location:	76 Waiwhetu Road, Waterloo, Lower Hutt 5011
Contact:	Josephine Lewis
E:	office@stpaulslowerhutt.org.nz
T:	04 566 2002
Type of facility:	Hall and meeting rooms
Room/ spaces:	Hall with kitchen, two meeting rooms

Kitchen facilities:	Oven, zip, microwave and dishwasher, crockery, cutlery and fridge
Toilet facilities:	Two toilets and one disabled
Type of access:	Wheelchair access
Equipment available:	Tables, chairs
Capacity:	80 max
Hours available:	8am – 11pm
Costs:	Upon ringing
Internet connectivity:	Enquire at time of booking
Any restrictions:	No smoking. No private parties, not available Sundays
Any other info:	Please clean and tidy when your event is complete

WAIWHETU SAMOAN ASSEMBLY OF GOD

Venue location:	66 Waiwhetu Road, Waiwhetu 5010
Contact:	Pastor Fata Meafou
Type of facility:	Hall, kitchen facilities
Kitchen facilities:	Oven, fridge, zip and microwave
Toilet facilities:	Yes
Type of access:	Stairs
Capacity:	150 - 200
Hours available:	8am – 10pm
Costs:	Upon ringing
Internet connectivity:	Enquire at time of booking
Any restrictions:	No smoking. No alcohol. No private parties and unavailable on Wednesday mornings and Sunday
Any other info:	Please tidy and clean when event is complete

WAIWHETU UNITING CHURCH

Venue Location:	Cnr Grenville Street & Trafalgar Street, Lower Hutt 5011
Contact:	Kath Saunders
E:	klsaunders@gmail.com
T:	04 569 6412
Type of facility:	Hall & Meeting Rooms
Spaces:	Hall with supper room and Kitchen Meeting room with kitchen Foyer (available for meetings)
Kitchen Facilities	Stove, Fridge, zip, microwave, pie warmer, crockery & cutlery (Hall) Oven, zip and microwave, cups and saucers (Meeting Room)
Toilet facilities:	Men's, women's & disabled off hall

	Disabled unisex off foyer
Type of access:	Wheelchair access
Equipment available:	Trestle tables and chairs
Capacity:	Hall approx. 80: meeting rooms approx. 35 each
Hours available:	Upon ringing
Costs:	Upon ringing
Internet Connectivity:	Not available
Any Restrictions:	No smoking (includes car park & grounds), No alcohol, No Private Parties.
Any other info:	Please tidy and clean-up after event making sure facilities are left as you found them.

WATERLOO

HUTT VALLEY TRAMPING CLUB

Venue location:	Phil Evans Reserve, Birch Street, Waterloo
Contact:	Julie Lewis
E:	jma.lewis@xtra.co.nz
W:	www.hvtc.org.nz
T:	04 526 7271
M:	021 293 2118
Type of facility:	Club rooms
Room spaces:	Room 8x12 m, wooden floors
Kitchen facilities:	Kitchen contains a stove, microwave, 2 electric urns, 2 large tea pots, approx 50 mugs for tea/coffee. Small selection of cutlery. We do not have a fridge. Users must supply their own tea/coffee. Dishwash, cleaning cloths and tea towels provided.
Toilet facilities:	2 toilets
Type of access:	No wheelchair access
Equipment available:	Chairs for 70 people and some tables
Capacity:	70
Hours available:	Varies from day to day please phone to enquire - not available on Wednesday evenings
Costs:	Flat fee of \$50 no GST extra per half day
Internet connectivity:	Enquire at time of booking
Any restrictions:	No disability facilities. We only hire to community groups, we do not allow alcohol. Not available for birthday parties – adults or children.

WOBURN

MASSEY AVENUE BOWLING CLUB

Venue location:	17 Massey Ave, Woburn, Lower Hutt
Contact:	Dianne Fitzgerald, Treasurer
E:	masseyavebc@gmail.com
T:	04 970 6495 / Treasurer 04 567 0160
Type of facility:	Hall and bar
Room spaces:	Hall, bar, separate area, kitchen
Kitchen facilities:	Good (plates and glass sterilizer)
Type of access:	Wheelchair accessible
Equipment available:	Stove, tables etc. microphone
Capacity:	240 persons
Hours available:	Enquire – bar until midnight
Costs:	Various
Internet connectivity:	Enquire at time of booking
Any restrictions:	No disability toilet, no dishwasher