



WAIKATO INNOVATION PARK

WAIKATO  
INNOVATION  
PARK  
GROWING TECHNOLOGY BUSINESS  
ENTRANCE

**RUAKURA CONFERENCE CENTRE  
HIREAGE INFORMATION**

 **WAIKATO INNOVATION PARK**  
GROWING TECHNOLOGY BUSINESS



## LOCATION

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### **Address location**

Ground Floor  
SkyPoint Building  
3 Melody Lane  
Hillcrest  
Hamilton 3214

### **Room location**

As you walk in the main entrance, through Park Central and past Weave Eatery, the Conference Room is on the left down the hallway. Please see attached building map.

### **Postal address**

PO Box 9466  
Waikato Mail Centre  
Hamilton 3240

## AMENITIES

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### Carparking

Ample parking is available on site within 2 minutes walking distance of the venue. Attendees are asked to park in the south carpark off Waihanga Lane as indicated on the park map. It is also clearly signposted.

### Accessibility

There are wheelchair accessible carparks next to the SkyPoint Building, off Waihanga Lane.

### Bicycle racks

Bicycle parks are available at the park.

### Toilets/showers

Toilet facilities are available next to the conference room. Additional toilets and showers are available on the ground floor of the Gallagher Building.

### Break out spaces

Casual break out spaces are available outside the conference room, elsewhere in the building and outside.

### Furnishings

Included in the hireage is the following furniture (IT and kitchen equipment is listed separately below):

#### Tables

- Foldable rectangle tables on locking castors
- 1800mm x 800mm
- Quantity available: 18

#### Chairs

- Padded seat on steel frame
- Quantity available: 80

## THE TEAM

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Mobile: 022 514 1509

Phone: 07 8570500

Email: [events@wipltd.co.nz](mailto:events@wipltd.co.nz)

## CHARGES AND PAYMENT

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For irregular hirers or non-tenants full payment is required 20th month following invoice date. Alternative payment arrangements can be made by regular hirers.

Cancellation Clause: *If the booking is cancelled less than 12 working days from the event date you will be charged 30% of the room booking fee.*

## SIGNAGE

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The room is well signposted from all entrances to the SkyPoint Building. The hirer is welcome to install temporary signage outside the entrance to the conference room or by arrangement elsewhere. It is important the any signage does not create a hazard to tenants and visitors to the park.

## ROOM SPECIFICATIONS

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### Room Floor Plan

The room is an open plan space with a kitchen.

### Capacity

The maximum capacity for the room is 80 people. It is important that this number is not exceeded due to emergency evacuation obligations.

### Hours available

The park hours, where services are available, are 8am to 4pm Monday to Friday. Access to the Conference Centre is from 7.30am to 5.30pm. If the room is not already unlocked you will need to see someone in the Management Office (as you walk in the main doors).

### Cleaning

The hirer is responsible for leaving the room(s) in a tidy state upon completion. Normal cleaning is included in the daily hireage cost. However, excessive soiling that requires additional cleaning will be charged to the hirer.

### Layout options

The room may be arranged to suit your requirements. Popular layout options are as follows:



**Theatre:** 80 person capacity (maximum)



**U-Shape:** 24 person capacity



**Classroom:** 30 person capacity

## CATERING

The catering options are as follows:

### Self Catering

Access to the kitchen facilities is provided, with use of the facilities listed below. This is ideal for those wishing to provide their own catering and clean up after themselves, if the kitchen is not left how it is found there will be an additional fee of —\$50 charged.

### Kitchen facilities:

- Boiling water tap
- Fridge
- Dishwasher
- Sink
- Filtered water
- 12 x glass water jugs
- 50 x glasses
- Paper and plastic cups
- 4 x white platters
- 50 x side plates
- Small amount of cutlery
- 2 x AirPots

### Serviced catering

Weave Eatery - onsite Cafe  
catering@weaveeatery.co.nz

### Beverage service

The onsite Weave staff can setup a beverage service and keep it refreshed throughout the day. Please contact Weave directly for pricing. We require all dishes to be put into the kitchen at the end of your booking, the Conference Room needs to be kept 'as it was found'.





## AUDIO VISUAL SERVICES

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### Equipment

- Audio
- Data projection
- Video conferencing

## INTERNET SERVICES

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- Wi-Fi
- Hardwire Internet
- Technical Support

Please advise if you need technical support prior to your booking so we can ensure support is on hand.

We recommend you book a test of the IT equipment prior to your function as it is the responsibility of the hirer to ensure their IT equipment is functioning correctly.

## HEALTH & SAFETY

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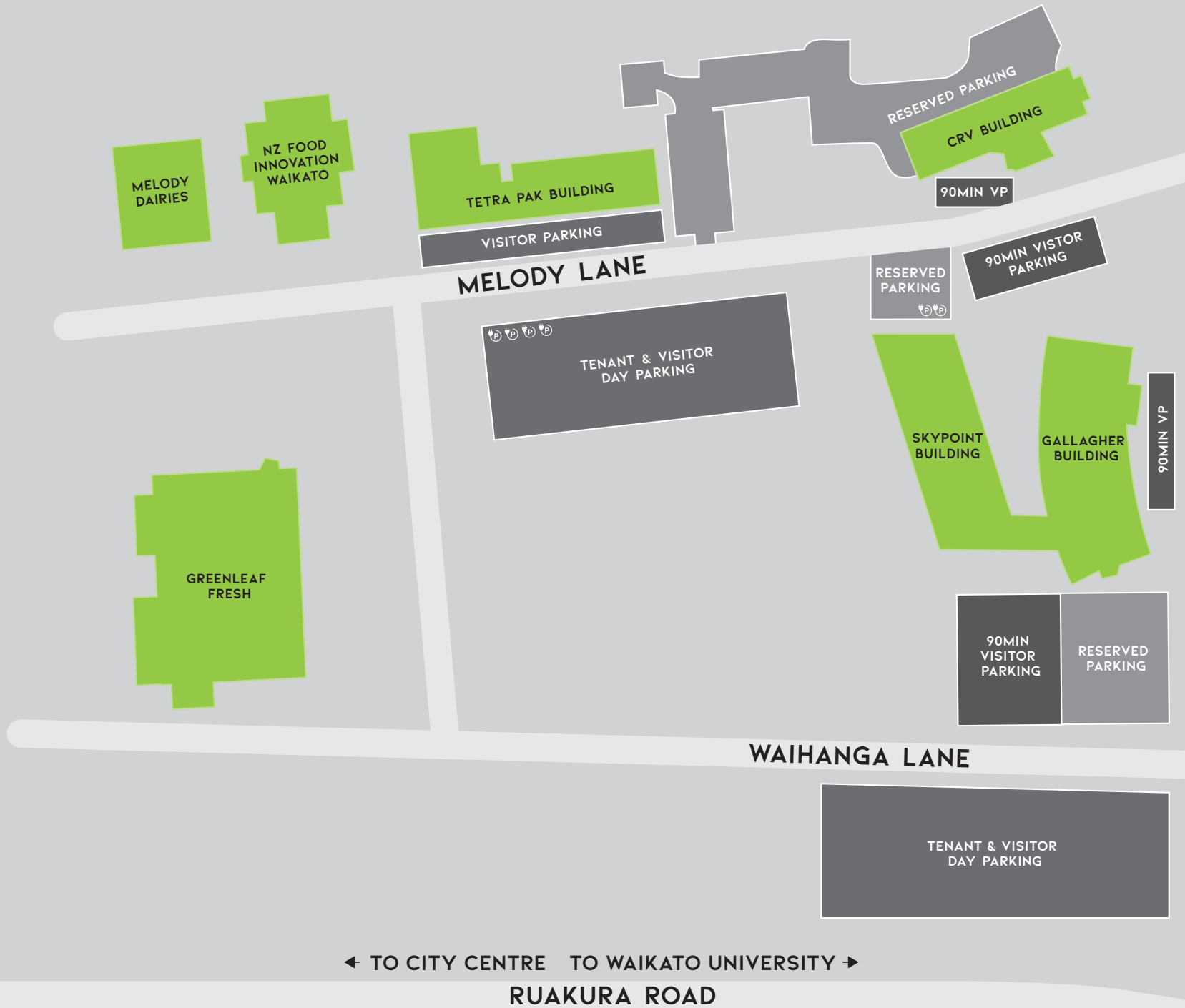
The Waikato Innovation Park is committed to providing and maintaining a safe and healthy working environment for its employees, visitors, contractors and others.

The Event Manager will advise the facilitator of the evacuation plan should there be an emergency as well as the location of the first aid kit and defibrillator.

Facilitators are also asked to report any incidents or accidents to the Event Manager.

The Health & Safety expectations of the facilitator are as follows:

- Be responsible for the health & safety of its delegates/attendees
- Be aware of the emergency evacuation plan
- Advise the delegates/attendees of the:
  - Evacuation procedure in the case of an emergency
  - Location of the first aid kit and defibrillator
  - Procedure in the case of a Health & Safety accident or incident.



← TO AGRESEARCH CAMPUS

← TO CITY CENTRE TO WAIKATO UNIVERSITY →  
 RUAKURA ROAD



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