

A stylized green graphic of a plant with long, thin leaves and a cluster of smaller leaves at the top, positioned on the left side of the page.

# RUAKURA CONFERENCE CENTRE

AT WAIKATO INNOVATION PARK

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**HIREAGE INFORMATION**

# VENUE OVERVIEW

Ruakura Conference Centre, located in the SkyPoint Building at Waikato Innovation Park. Offering a modern and inviting space for events such as conferences, training sessions and presentations. Our facility comfortably accommodates up to 80 guests seated theatre style and is equipped with video conferencing facilities, a whiteboard, Bluetooth sound system, and Wi-Fi for seamless presentations.

# LOCATION

Ground Floor, SkyPoint Building  
3 Melody Lane, Hillcrest  
Hamilton 3216

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



# **AMENITIES**

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## **CARPARKING**

Ample free 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. There are also multiple disabled carparks available for use.

## **TOILETS**

Bathroom facilities are available next to the Conference Centre.

## **BREAK OUT SPACES**

Casual breakout spaces are available outside the Conference Centre in Park Central and the adjacent courtyard.

## **FURNISHINGS**

18x Tables 1800mmx800mm

80x Chairs - padded seat on steel frame

## **AUDIO VISUAL**

2x Projectors, Audio, Video Conferencing, Wi-Fi and Technical Support.



# 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 and contractors and others.

Whilst using the Conference Centre the Health & Safety expectations of the facilitator are as follows :

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

In the event of an emergency evacuation please ensure attendees are directed to the grassed area between the Torutek and SkyPoint Buildings.

The AED defibrillator is located outside the Management Office in the Park Central area.

A first aid kit is located in the Management Office.

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

# CHARGES AND PAYMENT

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## PRICING

### Standard

Full Day: \$520.00 + GST

Half Day: \$330.00 + GST

### Tenant Cost

Full Day: \$470.00 + GST

Half Day: \$280.00 + GST

## CANCELLATION

If the booking is cancelled less than 11 working days from the booking date you will be charged 30% of the room booking fee.

## CLEANING FEE

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

# CATERING

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## PREFERRED CATERERS

Weave Eatery our onsite cafe offers catering. To discuss pricing and different catering options contact [admin@weaveeatery.co.nz](mailto:admin@weaveeatery.co.nz) or check out their website <https://weaveeatery.co.nz/catering-2>

## KITCHENETTE FACILITIES

Access to the kitchenette 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 +GST charged.

- Bar Fridge
- Dishwasher
- Sink
- Filtered Water
- 50x glasses
- 50x Mugs
- 50x side plates
- Small amount of cutlery
- Hot Water Urn

## BEVERAGE SERVICE

Unlimited tea and coffee can be provided at an extra cost of \$5.00 per person on request. We ask that all dishes are to be put into the kitchen at the end of your booking, the Conference Centre needs to be left "as it was found".

# ROOM SPECIFICATIONS

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## CAPACITY

The maximum capacity for the room is 80 people. This number must not be exceeded due to emergency evacuation obligations. We can facilitate 80 seated but cannot provide tables for this many due to the size of the room.

## HOURS AVAILABLE

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

If you wish to use the room outside of these hours you must organise this in advanced as we will need to make staff arrangements. Some after-hours use may be an extra charge - this can be discussed with the management office when booking.

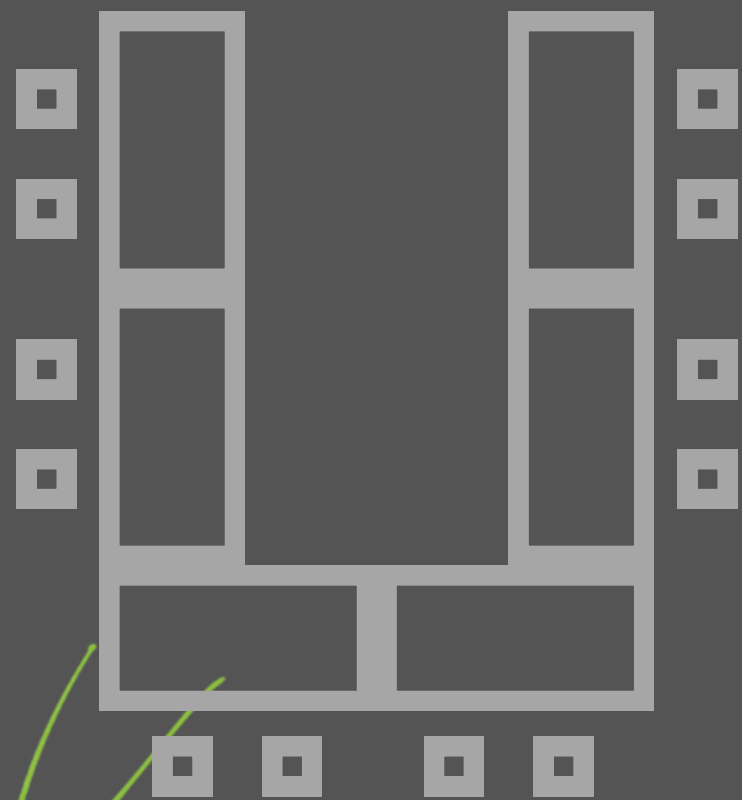
## LAYOUT OPTIONS

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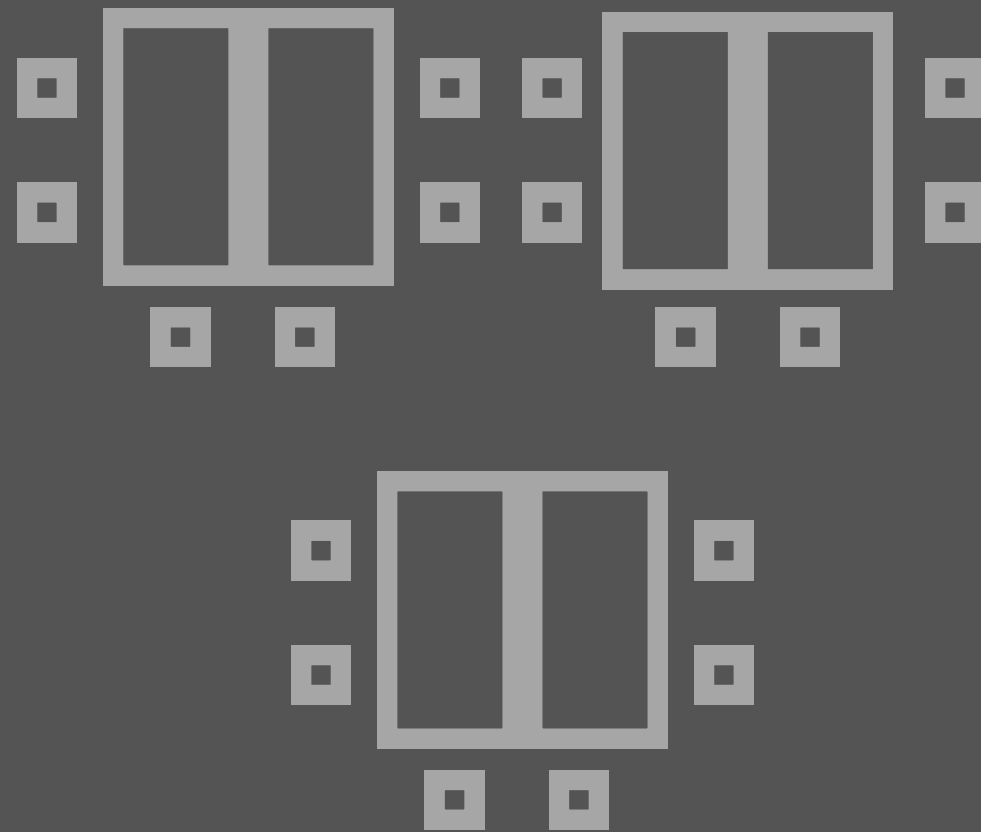
# U-SHAPED

30 PERSON CAPACITY



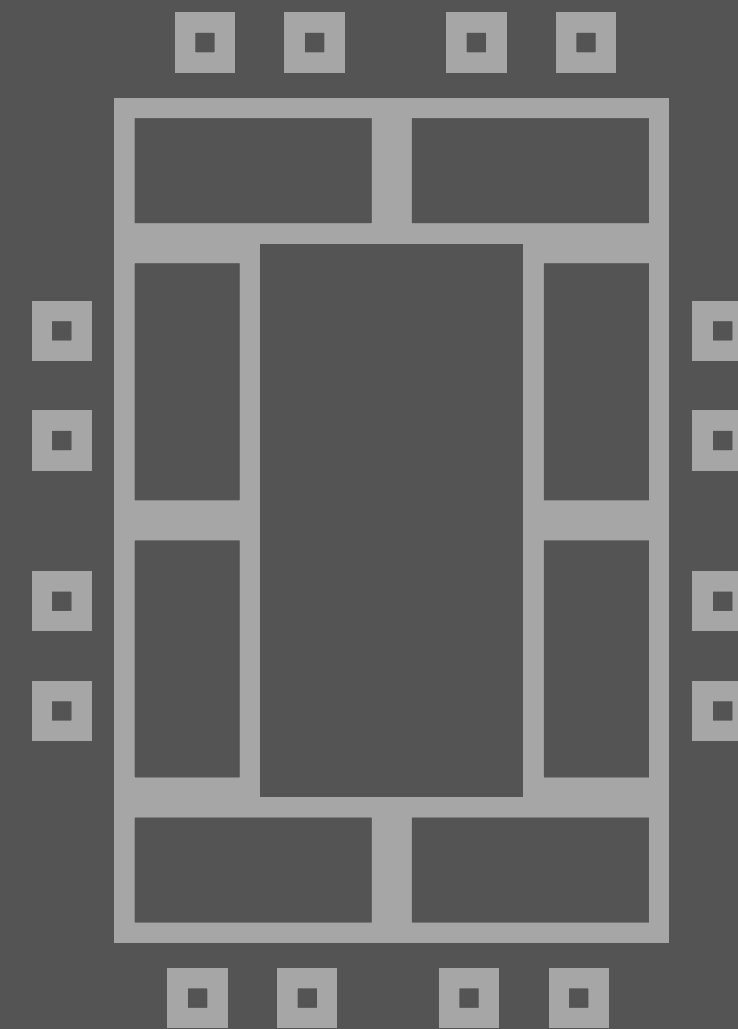
# CABARET

36 PERSON CAPACITY



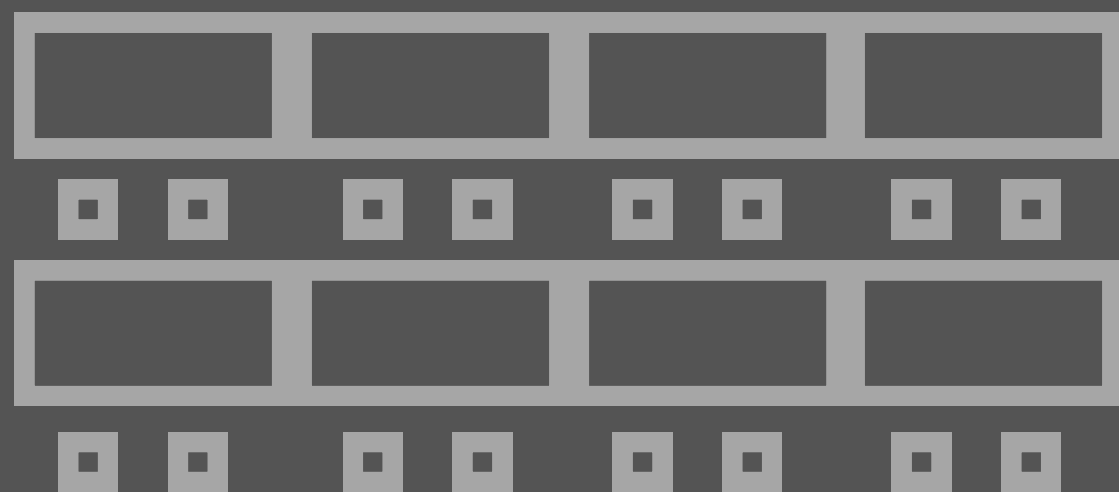
# BOARDROOM

24 PERSON CAPACITY



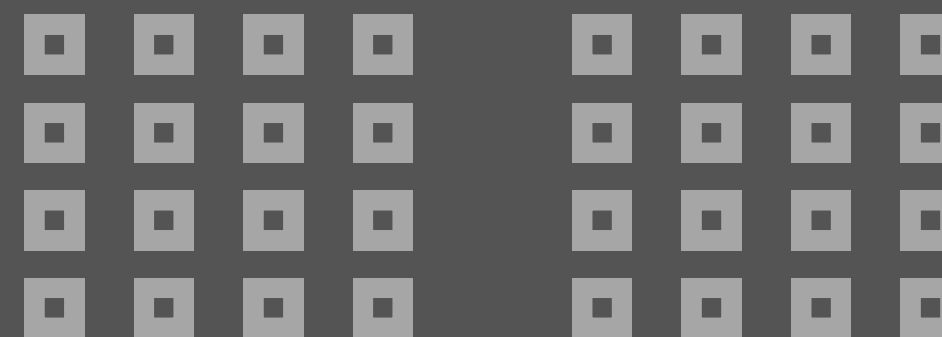
# CLASSROOM

45 PERSON CAPACITY



# THEATRE

80 PERSON CAPACITY





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**HIREAGE INFORMATION**

**CONTACT INFORMATION**

**INFO@WIPLTD.CO.NZ**

**07 857 0500**