



WAIKATO INNOVATION PARK

WAIKATO
INNOVATION
PARK
GROWING TECHNOLOGY BUSINESS
ENTRANCE

Ruakura Conference Centre **HIREAGE INFORMATION**



WAIKATO INNOVATION PARK
GROWING TECHNOLOGY BUSINESS



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

Address location

Ground Floor, SkyPoint Building
3 Melody Lane Hillcrest
Hamilton 3216

Room location

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

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 (not in the 90min visitor parking). There are also multiple disabled carparks available for use.

Toilets

Bathroom facilities are available next to the Conference Centre.

Break out spaces

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

Furnishings

Included in the hireage is the following furniture
 18x Tables - 1800mm x 800mm
 80x Chairs - padded seat on steel frame
 1x Lecture

Audio Visual

- 2x Data projection screens
- Audio
- Video conferencing
- Wi-Fi and Technical Support

CHARGES AND PAYMENT

Pricing

Standard

Full Day: \$520 + GST

Half Day: \$330 + GST

Tenant Cost

Full Day: \$470.00 + GST

Half Day: \$280.00 + GST

Payment

Full payment is required 7 days followin invoice date.

Cancellation

If the booking is cancelled less than 12 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.

HOURS AVAILABLE

Conference Centre hours

The Park operational 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 advance 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.

BOOKING

If you would like to book, or check availability, please visit our website www.wipltd.co.nz/ruakura-conference-centre/

ROOM SPECIFICATION

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.

Layout options

The room may be arranged to suit your requirements.

Popular layout options are as follows:

- Theatre - 80 pax max
- Classroom - 45 pax max
- Cabaret - 36 pax max
- U-Shape - 30 pax max
- Boardroom - 24 pax max

Cleaning

The hirer is responsible for leaving the room 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.



Theatre: 80 person capacity (maximum)



U-Shape: 30 person capacity



Class Room: 45 person capacity



Cabaret: 36 person capacity

CATERING

Catering

Weave Eatery our onsite Cafe offers catering. To discuss pricing and different catering options contact admin@weaveeatery.co.nz or check out their website www.weaveeatery.co.nz/catering-2

Conference Centre Kitchen Facilities

Access to the Conference Centre 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 + GST charged.

- Boiling water tap
- Bar Fridge
- Dishwasher
- Sink
- Filtered water
- 50 x glasses
- 50 x mugs
- 50 x side plates
- 10 x water jugs
- Small amount of cutlery
- 2 x hot water urns

Beverage service

Unlimited tea, coffee and water 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/dishwasher at the end of your booking, the Conference Centre needs to be left "as it was found".





HEALTH & SAFETY

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

Whilst using the Conference Centre 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 event

In the event of an emergency evacuation, please ensure delegates/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 also asked to report any incidents or accidents to the Management Office.

↑ TO ACRESEARCH CAMPUS

RUAKURA LANE

RESERVED PARKING

CRV BUILDING

90MIN VP

TETRA PAK BUILDING

VISITOR PARKING

MELODY LANE

RESERVE PARKING

90MIN VISTOR PARKING

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TENANT & VISITOR DAY PARKING

SKYPOINT BUILDING

ruakuRa
conference
centre

GALLAGHER BUILDING

90MIN VP

MELODY DAIRIES

NZ FOOD INNOVATION
WAIKATO

GREENLEAF FRESH

90MIN VISITOR PARKING

RESERVED PARKING

WAIHANGA LANE

TENANT & VISITOR DAY PARKING

← To City Centre To Waikato University →
RUAKURA ROAD

CONTACT

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