



ACE House – Ahumairangi Meeting Room

192 Tinakori Road, Thorndon, Wellington 6011

booking form

Name			
Organisation name			
Organisation type	☐	Community	☐ Commercial
Email address		Mobile number	

booking request details

Date meeting room required	
Start time	End time

requirements please indicate if you require any of the following equipment (additional charges apply)

☐ Whiteboard	☐ Smart TV	☐ Video conferencing technology
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room hire fees hourly rate excluding GST

Commercial	\$60.00 per hour
Community	\$30.00 per hour

terms and conditions

Provisions

Maximum room capacity is 16 people. The meeting room is naturally lit and ventilated, fully functional venue with digital capability. It has its own wifi that is password protected, provided on confirmation of booking. It is digitally equipped to provide full video conferencing abilities, use of 70" smart TV with HDMI, chromecast and Airplay capability, external speakers, external fixed video camera and speaker outlet for meetings on request. Hirers have use of the connecting communal kitchen facilities with a domestic jug, plates, cups, and cutlery, coffee plungers, tea pot, glass bottles for water only, some serveware and dishwasher for use. The kitchen has a filtered water tap for drinking. There are two toilets located near the kitchen. Parking may be available on request and subject to availability.

ACE House is a smoke free venue. Smoking is not permitted.

Cancellation policy

Cancellations must be given in writing, by emailing admin@aceaotearoa.org.nz. Notice given outside of the 24-hour period will not incur a cost. Notice given inside of the 24-hour period will be charged the full booking fee.

Cleaning policy

All hirers are required to clean the room and return all chairs to be stacked tidily in rows of four, at the back of the room. Tables must be wiped down after use, set upright and returned to the back of the room. Any used cups, dishes and cutlery must be placed in the dishwasher and run through a cycle. This includes wiping down of the sink area and kitchen table if used. Hirers will incur a cleaning charge of \$50 if the meeting room and kitchen areas are not cleaned after use.