

## Café

Our onsite café has a range of freshly baked delights presented with flair & Allpress Espresso coffee. The café is open 7 days a week, 9am - 3.00pm Monday - Friday and 10am - 2.00pm on Saturday.

The café staff are able to cater for your organization's specific needs during your hire period, please contact the Café Manager on 577 4044 to discuss your requirements.

## Location

Te Tuhi is located opposite the Westfield Shopping Centre at 13 Reeves Road, Pakuranga. There is ample free parking behind the building accessed from William Roberts Road and a bus bay to drop groups off outside the front entrance. The Centre has excellent access for disabled users.

A No Smoking policy applies throughout the building. Entry to and exit from the building must be through the two main foyer doors only.

## General Information

Te Tuhi does not open on public holidays which are observed on the following days:

Christmas Day  
Boxing Day  
New Year's Day  
New Year's Holiday (the day after New Year)  
Waitangi Day  
Good Friday  
Easter Monday  
Anzac Day  
Queen's Birthday  
Labour Day

## Te Tuhi Centre for the Arts

The name Te Tuhi was determined in conjunction with Ngai Tai iwi and has special relevance to the Pakuranga and Howick regions of Manukau City. It refers to the legend of the Maori voyager Manawatere, who upon landing at the beach at Owairoa/Howick left his mark or 'tuhi' on a pohutukawa tree in red ochre (karamaea).

# Room Hire 2009

Visit our website for up-to-date info  
[www.tetuhi.org.nz](http://www.tetuhi.org.nz)

## Rooms Available

### Auditorium

A large octagonal air conditioned room with dance floor ideal for concerts, weddings, meetings and seminars. Will comfortably seat up to 200 as an audience or 140 seated at tables.

### Social Room

Large carpeted, air conditioned room suitable for meetings, seminars and smaller social events. Seats up to 100 as an audience or 80 seated at tables.

### Meeting Room

Small, carpeted room suitable for meetings, lectures etc. Holds approximately 20 people.

### Studio Four

Large new classroom, lino floors, blinds available for projection, seats up to 30 without tables.

### Studio Five

Larger new classroom, lino floors, blinds available for projection, seats up to 40 without tables.

A soundproof wall dividing Studio 4 & 5 can be removed to create one large room.

### Hiring a Room

For further information on hiring any of our rooms please contact us on 577 0138 or email [admin@tetuhi.org.nz](mailto:admin@tetuhi.org.nz)

## Hire Information

### Payment

All charges are per hour or part of an hour. Setting up/cleaning up time must be included in your hire period. A \$500 bond will be charged in most cases. Your bond will be refunded by post after the event, provided the room is left in approved condition and hire time not exceeded. Hire charges are payable 2 weeks in advance.

### Kitchen

A kitchen is available for use by all groups. Two ovens, a fridge, a crockery sterilizer, crockery and teapots are provided. It may be necessary to share the kitchen with others at the time of your hire.

### We supply

Trestle tables	Chairs
Whiteboards	Use of the kitchen

### Items at additional costs

Television/Video Player	\$20 session
Sound System	\$20 session
Overhead Projector	\$5 session
Kawai Grand Piano	\$5 per hour

### Alcohol

Alcohol may be consumed but not sold. A liquor licence must be obtained through Manukau City Council before alcohol may be brought onto the premises. This takes minimum of 20 working days.

### After your event

Return all furniture to the correct storage area and leave the room in the same condition in which it was found. A vacuum cleaner, mop etc are available for your use—please ask at reception. Please remove all rubbish A staff member will be on-site throughout your hire period.

## Charges (includes G.S.T.)

### Standard Hire

*this rate applies to all commercial and profit making businesses and groups using the facilities*

Auditorium	\$70 per hour
Social Room	\$42 per hour
Meeting Room	\$32 per hour
Studio 4 or 5	\$32 per hour
Studio 4 & 5 combined	\$52 per hour

### Community Group Hire

*This rate applies to non profit making, community groups within the Manukau City area.*

### Casual Hire

Auditorium	\$30 per hour
Social Room	\$25 per hour
Meeting Room	\$20 per hour
Studios 4, 5	\$20 per hour
Studio 4 & 5 combined	\$35 per hour

### Regular Hire

*To qualify as a regular community group hirer you must use the facility once or more per month for a 12 month period.*

Auditorium	\$25 per hour
Social Room	\$20 per hour
Meeting Room	\$15 per hour
Studios 4, 5	\$15 per hour
Studio 4 & 5 combined	\$25 per hour

Individual Hire of any Room subject to availability \$10 per person, per hour.