

# general information

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Te Tuhi is one of New Zealand's foremost contemporary art spaces and a leader in supporting experimental practice. Visitors and hirers can expect a variety of temporary art exhibitions throughout the building at any one time, ranging from large sculptures to performances and multimedia such as sounds, lights and videos. All exhibitions are conceived and planned with the visitor experience in mind, but as all art is experienced subjectively, it is not possible for Te Tuhi to guarantee that there will be no perceived disruption to your hire.

## Alcohol

If you are holding a genuine 'private social gathering' with no members of the public able to access the event, and you are supplying liquor to your guests, a special license may not be required. No BYO. If the public has access to your event and liquor is being sold, whether by direct transaction or pre sold tickets, then a special license must be obtained from Auckland Council.

## Cleaning

Following your event the room must be left in the same condition in which it was found.

- Return all furniture to the storage area
- Remove all rubbish from site or purchase rubbish bags from reception
- Vacuum/mop floors as required. This equipment is available from reception

Cleaning can be arranged for an additional charge. Please enquire for prices.

## Location

Te Tuhi is located opposite Pakuranga Plaza 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. Please note: entry to and exit from the building must be through the two main foyer doors only.

## Public Holidays

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

## Contact us

**Te Tuhi**  
**13 Reeves Road**  
**PO Box 51222**  
**Pakuranga, Auckland 2010**  
**Aotearoa New Zealand**

**info@tetuhi.org.nz**  
**+64 9 577 0138**  
**tetuhi.org.nz**

te tuhi

# Rooms for Hire

2019

## rooms available

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All our rooms are wheelchair accessible and suitable for projections

### Auditorium

A large (80 metre) octagonal air conditioned room with sprung wooden floor ideal for concerts, birthdays, weddings, meetings and seminars. Will comfortably seat up to 200 as an audience or 140 seated at tables.

### Social Room

Large (14 x 9 metre), 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 with a boardroom style set up suitable for meetings, lectures etc. Holds approximately 20 people.

### Studio Four

Large classroom, lino floors, blinds available for projection, seats up to 25 seated at tables.

### Studio Five

Larger classroom, lino floors, blinds available for projection, seats up to 25 seated at tables.

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

### Studio Six

A large room with blinds for projector. Seats up to 35 people.

## additional facilities

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### Staff

A staff member will be onsite throughout your hire period.

### Kitchen

A kitchen is available for use by all groups. 2 ovens, 2 fridges, microwave, a crockery sterilizer and teapots are provided. It may be necessary to share the kitchen with others at the time of your hire.

We also supply:

- Trestle tables
- Chairs
- Whiteboards

### Items at additional costs

Sound System	\$20.00 per hire
Overhead Projector	\$5.00 per hire
Kawai Grand Piano	\$15.00 per hire
Data Projector	\$20.00 per hire
Rubbish bags	\$5.00 per bag

## 2019 rates

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### Standard Hire

**Casual Hire:** These rates apply to all social functions, businesses and profit making groups using these facilities

Auditorium	\$80.00 per hour
Social Room	\$55.00 per hour
Meeting Room	\$36.00 per hour
Studio 4, 5 or 6	\$40.00 per hour
Studio 4 & 5 combined	\$55.00 per hour

**Regular Hire:** To qualify for these rates, you must be a small business and use the facility at least once a week.

Auditorium	\$50.00 per hour
Social Room	\$37.00 per hour
Meeting Room	\$32.00 per hour
Studio 4, 5 or 6	\$34.00 per hour
Studio 4 & 5 combined	\$44.00 per hour

### Community Group Hire

**Casual Hire:** To qualify for these rates, your group must be a “not for profit” community group.

Auditorium	\$40.00 per hour
Social Room	\$33.00 per hour
Meeting Room	\$27.00 per hour
Studios 4, 5 or 6	\$28.00 per hour
Studio 4 & 5 combined	\$38.00 per hour

**Regular Hire:** To qualify as a regular community group hirer you must use the facility at least once a month.

Auditorium	\$31.00 per hour
Social Room	\$26.00 per hour
Meeting Room	\$21.00 per hour
Studios 4, 5 or 6	\$23.00 per hour
Studio 4 & 5 combined	\$33.00 per hour

### Individual Room Hire

Individuals are welcome to hire a room. All rooms are subject to availability. Generally offered to an individual practicing dance or music.

All Rooms	\$15.00 per hour
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## payment

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### Booking Period

All charges are per hour or part of an hour. Setting up/cleaning up time *must* be included in your hire period.

### Bond

A \$500 bond will be charged for one off events. Your bond will be refunded after the event, provided the room is left in approved condition and hire time not exceeded.

**Hire charges and any bond requirements are payable in full one month in advance.**

### IMPORTANT PLEASE NOTE

Hiring the facility on a Friday, Saturday or Sunday evening (after 5pm) will be subject to the Standard Casual Hire charges as set out on the adjoining page.