

Meeting Room Hire Information

Cancer Society Greater Wellington
52 Riddiford Street, Newtown



Kia ora! Cancer Society Greater Wellington has meeting rooms available to hire.

Hiring Fee

Our hiring fee is waived for cancer related organisations/groups and community organisations. Please consider giving a koha or donation to the Cancer Society for use of our facilities.

Room Capacity

Kelso Room	up to 55 seated or 25 seated at tables	\$175 per day or \$125 for ½ day (ex GST)
Korrick Room	16 seated at tables	\$100 per day or \$75 for ½ day (ex GST)
Taylor Room	6-8 seated at tables	\$100 per day or \$75 for ½ day (ex GST)

A half day is 8.30 am - 12.30 pm or 1 pm - 5 pm.

The set up and tidy up of rooms is the responsibility of the hiring group.

All meeting rooms have a TV with HDMI connection. Korrick and Taylor have video conferencing capability.

Additional Equipment Requirements

Please indicate additional equipment requirements:

- Data Projector (Kelso and Korrick room only) Large whiteboard

Catering

Food and drinks are to be arranged by the hiring group. A kitchen including oven, stove top, microwave, fridge, dishwasher, plates, cutlery and glassware is available to use. Catering can be delivered to the Cancer Society, please advise if this is the case so our reception is aware of a delivery.

Opening Hours

Mon – Thurs	8.30 am – 5.00 pm
Friday	8.30 am – 4.30 pm
Sat / Sun	Closed

(Meetings outside of hours is by prior arrangement only)

Parking

Parking in the Cancer Society carpark is unavailable during the hours of 8am-5pm, Mon-Fri as these parks are reserved for our patients, clients, volunteers and staff. There is street parking and paid parking in the surrounding area. There is also a bus stop outside the office, in front of the hospital.

Included Amenities

WIFI Kitchen Bathrooms (wheelchair accessible) Air conditioning

Alcohol, smoke, and vape free environment

Please note that our office, meeting rooms, and car park are strictly smoke, vape, and alcohol-free areas at all times.

Book a meeting room

Please contact Reception, phone 04 389 8421 or email receptionist@cancersoc.org.nz

USING BUILDING AFTER HOURS (by arrangement only)

- Security card: Obtain Security card and instructions from Reception. Please return to Reception under the keypad at end of meeting.
- Alarm Contact Reception with the times you will be in the building.
- Entrance/Exit Doors Please keep doors to the building closed for security reasons
- Late arrivals There is a doorbell for late arrivals – (marked INTERCOM on building wall by entrance door facing car park). There is a sign on door instructing people to ring after hours.

Cancer Society Wellington staff contact: Mat Hegan 022 657 2119

AFTER HOURS EVACUATION PROCEDURE

Outside normal working hours, all building occupants must follow this procedure:

In case of an earthquake

- Move to a safe place no more than a few steps away, drop, cover and hold.
- Do not leave the building until the shaking has stopped
- Emergency exit instructions (fire action notice), location of first aid equipment and civil defense information is on the wall in each of the meeting rooms.

In case of fire

If you hear the fire alarm, discover a fire, or are warned of a fire

- Raise the alarm immediately by operating the nearest Fire Alarm Call Point.
- Check that everyone is out of the building if possible.
- Leave immediately by your nearest escape route, as indicated on the *Fire Action Notice* displayed on your floor/ in your area.
- Report to assembly point: car park.
- Take your mobile phone outside with you to the meeting point and call the Fire Service on 111.
- Report to the Fire service on their arrival.
- **Do not** re-enter the building until the all clear has been given by the Fire Service.

Address: Cancer Society Wellington
52 Riddiford St
Newtown, Wellington

Emergency Phone: Mat Hegan 022 657 2119

Chubb Security 0800 20 30 40