

**MOUTERE HILLS COMMUNITY CENTRE**



**Meetings, Functions, Events  
and Catering**



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www.mouterehills.org.nz**



**“It’s Your Venue ...”**

## **Welcome to Moutere Hills Community Centre**

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*Moutere Hills Community Centre is a popular venue for many functions and special occasions. The beautiful outlook lends itself perfectly to all kinds of events. Our versatile facility is a blank canvas allowing you to create your own unique event. You’ll be pleasantly surprised at our reasonable rates and can be assured of a professional and attentive service to all your needs.*

### **Book your space for a:**

- Business Meeting
- Fundraising event
- Funeral
- Birthday Party
- Wedding
- Conference
- Community Event

### **Rooms for hire include:**

- Wollaston Estate Function Room
- Community Room
- Hyatt Room
- NBS Sports Hall
- Commercial Kitchen

*We can offer packages on a combination of rooms so if you have a large event or function that you are planning , please contact us to discuss your requirements and to get a quote.*

## Room Hire Rates 2022

### Woollaston Estate Function Room

**Dimensions:** 18.2x13M (236.6M<sup>2</sup>)

This room is attached to our Commercial Kitchen and Licensed Bar. It also opens onto the Hyatt Room (which is often used as a supper room for larger functions). The Woollaston Estate Function Room has a quality sound system and data projector with large screen. There are large doors on the stage area which can be opened up to the NBS Sports Hall to create a stage between the two spaces.



The rates to hire the Woollaston Estate Function Room only are:

**Community Rate:** \$27 per hour (GST exclusive)

**Commercial Rate:** \$33 per hour (GST exclusive)

*Includes use of tables, chairs, bar leaners, lectern, sound system and microphone and data projector and there is free wi-fi available on request.*

### Hyatt Room

**Dimensions:** 7.3x6.2M (45.3M<sup>2</sup>)

The Hyatt Room is available as a meeting space or shared workspace. It is attached to the Commercial Kitchen and is often used in conjunction with the Woollaston Estate Function Room and Commercial Kitchen for large events.

The rates to hire the Hyatt Room only are:

**Community Rate:** \$10 per hour (GST exclusive)

**Commercial Rate:** \$15 per hour (GST exclusive)

*Includes use of tables and chairs and there is free wi-fi available on request.*



## Room Hire Rates 2022

### **Community Room**

**Dimensions:** 8.6x6M (51.6M<sup>2</sup>)

The Community Room is a great space for smaller meetings or workshops. It has a quality sound system and data projector with large screen, as well as a kitchenette. There are doors that open up onto the verandah, as well as bifold doors which overlook the Tennis Courts.

The rates to hire the Community Room only are:

**Community Rate:** \$17 per hour (GST exclusive)

**Commercial Rate:** \$23 per hour (GST exclusive)

*Includes use of tables and chairs, sound system and data projector and there is free wi-fi available on request.*

### **Commercial Kitchen**

**Dimensions:** 6.2x5.5M (34.1M<sup>2</sup>)



The Commercial Kitchen can be hired on it's own for a food preparation space or in conjunction with the Wollaston Estate Function Room for events which will be self-catered (not utilizing our on-site catering services). Full use of the kitchen includes the use of the two ovens and deep-fryer.

**Food Preparation Only:** \$15 per hour (GST exclusive)

**Full Kitchen Use:** \$25 per hour (GST exclusive)

## Room Hire Rates 2022

### **NBS Sports Hall**

**Dimensions:** 24×14.2M (340.8M<sup>2</sup>)

The NBS Sports Hall has a 3/4 size basketball court, as well as badminton and volleyball court markings. It hired on it's for sporting purposes or in conjunction with the Wollaston Estate Function Room for shows, productions or large-scale events.

**Hire Rate:** \$17 per hour (GST exclusive)

## Equipment Hire

Moutere Hills Community Centre offers hire on the following equipment:

### **Plastic Trestle Tables**

*Available for off-site hire*

**Dimensions:** 1820 x 750 mm

**Quantity:** 16

**Hire Rate:** \$10 per table (GST exclusive)



### **Chairs**

*Available for off-site hire*

**Quantity:** 200

Assorted colours

**Hire Rate:** \$3 per chair (GST exclusive)



### **Bouncy Castle**

*On-site hire only*

Suitable for pre-school age children

**Hire Rate:** \$80 (GST exclusive)



## Bar and Catering

### **Bar**

We have a licensed, well stocked bar which can be opened for various functions and events.



Purchasing our alcohol- The bar can be opened on request and run as either a cash bar or on tab. A \$250 minimum spend is required or a proportional charge will apply.

Providing your own alcohol - A \$100 (plus GST) corkage fee will apply. You will be required to have our Bar Manager serve your alcohol. This will be at a cost of \$30 per hour (plus GST).

### **Catering**

We are happy to work with you to create a menu to suit your budget and dietary requirements. You can choose from our range of popular set-menus, including buffet and finger food options.

#### **Options (GST exclusive)**

- Tea Selection and Coffee: \$3 per person
- Fruit Juice: \$3 per person
- Seasonal Fruit Bowl: \$2 per person
- Morning/ Afternoon Tea (sweet and savory options): From \$6 per person for 1 item, plus \$3 per person for each extra item
- Working Lunch (finger foods with sweet and savory options): From \$12 per person
- Buffet Lunch/ Dinner (selection of mains, vegetables/ salads and desserts): From \$20 per person
- Canapes (hot and cold options available): From \$12 per person
- Funeral Selection: From \$8 per person
- Platters or Charcuterie Boards (created to suit your budget)

*To view our menus please visit our website [www.mouterehills.org.nz](http://www.mouterehills.org.nz)*

## Wedding Package

### **Cost \$2,000 incl. GST**

(Please note: a 20% non-refundable deposit is required to secure your booking).

### **This includes the following:**

#### **Function Suite**

- Function area & meeting room plus full use of kitchen
- 16 Large round tables (1,800mm diameter) and chairs to seat 200
- 16 Long trestle tables also available, plus additional chairs
- Sound system and wireless microphone
- Includes set-up time from midday prior / clean-up by midday after.



#### **Bar Services/BYO Corkage**

The use of our bar and bar manager (up to 10 hours) is included.

Option A: We offer a fully stocked bar for your event on which we can offer attractive prices on local wines and beers.

Option B: You are able to source your own alcohol but it must be served by our Bar Manager. An additional \$200 corkage fee applies.

Moutere Hills Community Centre recommends a minimum of 2 bar staff for a function of 100+ guests. Each additional bar staff is \$30 per hour.

#### **Rubbish Collection**

Three Rubbish Bins are available for your use. If you exceed this usage then an additional charge of \$30.00 per bin applies

#### **Cleaning**

It is expected that you will leave the facility in a reasonable condition for the cleaner to then come in. If the facility is not left in a reasonable condition and it takes more than three hours work for the cleaner, an additional cost will be charged. This will be at a rate of \$30 per hour.

#### **Additional Options** (prices include GST)

Crockery/cutlery	\$100.00
Black round tablecloth hire (per cloth)	\$20.00
White round tablecloth hire (per cloth)	\$10.00
Set up/pack up of tables and chairs	\$400.00



For more information on venue hire, function packages or catering please contact:

Facility Manager  
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