

Room Hire Information

- **All our rooms are wheelchair accessible.** We offer two disabled parking spaces in our carpark. Please ensure your guests or clients display their disabled parking certificate if using these parking spaces.
- **We are cycle friendly** and offer two secure cycle parking spaces for up to 4 bicycles.
- **We have two First Aid Kits** available on site. One in the Clinic and the other in the Monet Room.
- **A HeartStart Defibrillator and Survival Bag** are located in the office and are available during office hours - 8:30am to 4:00pm.
- **All charges for room hire** are per hour or part of an hour and include your setup and packdown time. All casual bookings must be paid in full, two weeks in advance, this includes the Room Hire Bond if required. All regular clients will be invoiced monthly and invoice to be paid by the 20th of the month.
- **Maximum number of guests** or clients per room hire agreement must not exceed the limit stated for each room. Room limits can be found in this brochure.
- **Please ensure the room is left tidy and clean** by packing up tables, stacking chairs, cleaning the whiteboard and vacuuming the floor if needed. A vacuum cleaner and cleaning equipment can be found in the storage cupboard by the bathrooms.
- **The User Kitchen is available** for use by all groups and guests. We offer an oven, fridge, microwave, dishwasher, cups and spoons. Please make sure you load the dishwasher and turn it on when you are finished and keep this room clean and tidy for the next user. Please take all your kitchen rubbish with you.
- **Turn off all equipment** including the air conditioning unit, turn off lights, shut windows and lock exit doors if used. Ensure all blinds are down and shut.
- **Using the House out of office hours** requires a Key and Alarm code. This will be organised when booking the room. Our Community House has 24 Hour CCTV cameras in operation.
- **Included with your room hire and at no extra charge,**
Trestle tables Chairs Whiteboards
Kitchen TV and DVD Player Data Projector screens
- **When you make your booking** we will supply you with a full copy of our Conditions of Hire, our Health & Safety requirement's and a Room Hire Booking Form to fill in and sign.
- **We have a No Smoking policy on and around our premises.** This applies to the building and surrounding areas, including our carparks. We support Smoke Free Aotearoa 2025.

About Us

Howick & Pakuranga Community Houses Incorporated (HPCH), operates two community houses in the Howick and Pakuranga areas; Highland Park and Anchorage Park Community Houses. The society is supported and funded by Auckland Council and the Howick Local Board to operate the two houses for the community and their surrounding areas.

The mission of HPCH is to provide venues and services to assist in the facilitation of community activities, including those that contribute to a holistic sense of well-being. We do this successfully by renting rooms in each of the houses and funding community classes, including the very popular Defensive Driving courses held at Highland Park.

Highland Park Community House can be found in the heart of the Highland Park Community. It is situated on Aviemore Drive, a main arterial road running off Pakuranga Highway. It is easy to access, has a large carpark & plenty of, off street parking.

The house has 3 rooms and 1 clinic for hire and is the venue for a wide range of community support groups, medicinal clinics, regular educational classes, Defensive Driving, art & craft, recreational and exercise groups, local church and spiritual meetings.

Room hire is available Monday to Sunday 8:30am to 10:00pm, please contact the office for bookings.

Office Hours Monday to Friday from 8:30am to 4:00pm.

WiFi (internet access) is available, please ask at reception



Highland Park Community House
Serving the Community

HIGHLAND PARK COMMUNITY HOUSE

47 Aviemore Drive | Highland Park | Auckland, 2010

Bookings and enquiries: Telephone (09) 534 5584

E-mail: info@hpapcommunityhouses.org.nz

Web: www.hpapcommunityhouses.org.nz



Proudly supported by Auckland Council

HIGHLAND PARK COMMUNITY HOUSE

Room Hire

2020



www.hpapcommunityhouses.org.nz

Rooms for Hire

Parkview Room



Maximum 40 people | 40 Chairs | 9 Tables
 Large White Board | Block out Blinds | Air Conditioning
 Permanently mounted data projector screen
 Direct Access to User Kitchen
 Room divider opens into Elsmore Room
 Exit directly to Lloyd Elsmore Park

Monet Room



Maximum 20 people | 20 Chairs | 5 Tables
 Fixed White Board | Block out Blinds | Air Conditioning
 Permanently mounted data projector screen | Kitchenette
 Exit directly to carpark,
 Access to User Kitchen

Rooms For Hire

Elsmore Room



Maximum 12 people | 12 Chairs | 5 Tables | Fixed White Board
 Block out Blinds | Air Conditioning | Access to User Kitchen
 Room divider opens into Parkview Room

Consult Clinic



Maximum 4 people | 3 Chairs | Small Table
 Consult Curtain | Blinds | Air Conditioning | Wash Basin
 Consultant Bed | Access to User Kitchen



Room Hire

Price List 2020

All room hire prices are charged **by the hour** and include GST.
 Your room hire is charged from the time you setup, to the time
 it takes to finish packing up. Please ensure you give yourself
 enough time for this.

A room hire bond maybe required depending on the type of
 room hire required. All bond payments will be returned within
 7 days of completion of your room hire.

Parkview Room <u>Business & Casual Hire</u>	
Private function, business & profit making groups	\$30.00
Parkview Room <u>Community Hire</u>	
Non-profit community groups	\$15.00

Monet Room <u>Business & Casual Hire</u>	
Private function, business & profit making groups	\$25.00
Monet Room <u>Community Hire</u>	
Non-profit community groups	\$15.00

Elsmore Room <u>Business & Casual Hire</u>	
Private function, business & profit making groups	\$20.00
Elsmore Room <u>Community Hire</u>	
Non-profit community groups	\$15.00

Consult Clinic	
Casual, business and profit making groups	\$20.00
Non-profit community groups	\$15.00