

Morrinsville Events Centre User Guide



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Section 1: Facility Details

Morrinsville Events Centre is the biggest indoor sports stadium in Morrinsville. It is suitable for a range of indoor sports or large events and exhibitions. Morrinsville Events Centre also features an upstairs lounge with lift access. The upstairs lounge features a kitchen and bar facilities, and is available to hire for functions, meetings and parties.

Bookings for this facility are handled by the Morrinsville Events Centre administrator Contact: Ewen Gardner on 0274 484 606 or email morrinsvillestadium@gmail.com There is no permanent MPDC staff on site at the Events Centre.

Morrinsville Events Centre

Address: Ron Ladd Place, Morrinsville

Hours: Available for hire seven days a week between 6am and midnight

Sports Hall – Total number of people in the entire facility including upstairs meeting room and lounge is 600

Upstairs Function Room: 105 people standing (80 comfortably around tables)

Chairs available: 240

Round Tables available: 20

Trestle style tables: 15

The fees and charges for the Morrinsville Events Centre are as follows:

Function rooms	Motumaoho Lounge & Kitchen		Committee Meeting room	
	*Community group hire	Business / Private hire	*Community group hire	Business / Private hire
Opening time until 6pm	\$50.00 per 4 hours	\$100 per 4 hours (all hours)	\$25 per 4 hours	\$50.00 per 4 hr (all hours)
6pm until 12am midnight	\$20.00 per 4 hours		\$10 per 4 hours	
	Alcohol served		No Alcohol served**	
Bond	\$1000			

All lounge bookings are for a minimum of 4 hours. Additional time is charged per 2 hours. Function room hire includes access to toilets. The meeting room can be hired per hour.

**Please note that serving alcohol at a Council facility is subject to licensing requirements under the Sale and Supply of Alcohol Act (2012), and/or obtaining permission from Council. The bond is waived if making 10 or more bookings per year (in a single transaction).

Courts including toilet access	Court 1 or 2	Both courts
Opening time until 6pm	\$15.00 per court per hour	\$30.00 per hour
6pm until 12am midnight	\$25.00 per hour	\$50.00 per hour

Court hire is for a minimum of 1 hour with additional time charged per ½ hour. Court hire includes access to toilets & change rooms.

***Community group definition**

A not-for-profit, organisation that provides services that are of benefit to the community, including the provision, promotion or facilitation of: public health or wellbeing, social advisory or rehabilitation services, sports or recreational activities, public amenities or recreational facilities, the protection or enhancement of the environment, the protection of human life, the relief of poverty, the advancement of education (e.g. schools) or religion, animal welfare, public works or services, the efficiency of the armed forces.

For further assistance for all events please contact the MPDC Events Coordinator via email; events@mpdc.govt.nz or **p** 07 884 0060 | **m** 027 622 3820

Optional additional extras

Set up and pack up	\$40 per hour
Tech support	Hourly at actual cost
Projector and screen	\$50
Tea, instant coffee, juice	\$3 per person
Tablecloths	\$12 – includes post event cleaning
Lectern	\$10

Late check out fee - extend your booking until 10am the next day for cleaning purposes	\$50 <i>(only available if no bookings are requested for the following day - will be confirmed one week prior to event)</i>
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Additional fees

Security – Council may require large or high risk events to have security guards present for the event and pack up	\$60 per hour
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Spectator fee - Council has the option to add a spectator fee to events where ticket or door sales are sold. This fee is to cover additional cleaning during the event (e.g. cleaning toilets, emptying bins) If paying spectator fee, community group hireage fee applies	\$1 per person
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Damage to facility	Whole bond minimum
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Section 2 Booking the Facility

Morrinsville Events Centre can be booked by the Morrinsville Events Centre Administrator Ewen
Phone: 0274 484 60 or email morrinsvillestadium@gmail.com

Once you are set up as a registered user bookings can be done on line via 'Hello Club'

NOTE: All bookings must be able to pay via credit / debit card or POLI (direct credit). No invoices will be generated by MPDC however user groups can print an invoice and or receipt from 'Hello Club' for evidence of amount charged / paid.

When making a sports hall booking please note your booking time is charged from when you activate the lights to the stadium. For the upstairs lounge and meeting room the booking time is charged from when you enter the facility until when you close the doors. You must allow for any set up, pack down and clean up time in your booking.

Access to the facility

Upon confirmation of your booking you will be given an access code that needs to be inputted into the front entrance door of the facility. Regular users are provided with an access tag. There is no alarm for the facility. Allied security guard regularly checks this facility. Contact 027325 5435 for the guard on duty.

Lights

As you enter reception there are light switches to the left of the doorway that require to be manually turned on. These light switches control the lighting in the foyer area only.

Court lights will automatically go on once users have activated the lights by logging into their booking via 'Hello Club'. They will stay on for the designated time allocated for the booking and will go off at the conclusion of the booking time.

Please ensure all foyer area lights, change room and toilet lights are turned off prior to you departing the facility.

Lift

There is an operational lift available to cater for people with disabilities or limited mobility to access the function or meeting rooms upstairs. This is also recommended for users to transport heavy items upstairs eg cooking supplies etc. If the lift is required for your booking please confirm this with the booking coordinator.

Extending your booking

User groups can extend booking times on the Hello Club screen at the Events Centre unless there is another user booked. Users need to log back into 'Hello Club' screen and extend the time.

Section 3 Responsibilities of the Hirer

The hirer must:

- Designate an emergency warden (or wardens in the case of large events). A health and safety pack for the warden will be provided when your booking is confirmed. This includes the following; Morrinsville Events Centre site safety map, high viz vest, event brief.
- Inform their group of the relevant hazards on site (refer to the site safety hazard map) and ensure that the event brief (see section 4) is communicated prior to or at the start of your activity / event commencing.
- Report any serious incidents or accidents are reported immediately to the relevant emergency response team (111) and also any incidents, accidents or hazards to Matamata Piako District Council by calling 0800 746467 or report via mpdc.govt.nz
- Control the environment and shape the behavior of the group through communication and clear expectations. People are expected to abide by facility expectations at all times, as the majority of these are to ensure customer health and safety as well as enjoyment.
- Have a plan in place to ensure the safety of people attending or involved in the event. This includes provision of appropriate first aid supplies, & parking and traffic management for the event (see section 7). If a safety management plan is requested by MPDC, this must be submitted and reviewed by the health and safety team before the event booking is finalized.
- Ensure the facility is securely locked before leaving. All windows & doors are closed and secure including fire exits. Lights are all turned off. Front entrance door is securely locked.

Emergency warden must:

- Be familiar with the evacuation procedures in case of an emergency at the facility.
- Ensure that all emergency exits are clear and free of any obstacles throughout the period of hire.
- Wear the high visibility vest (provided) in the event of an emergency.
- Be familiar with the site safety hazard map, including the location of the Emergency Action Plan.
- Have a fully charged mobile phone on them throughout the entire booking time. NB: There is no phone on site.

First aid provisions:

- Any event where there are likely to be more than 50 persons on site requires a person present with a current First Aid Certificate (minimum Unit standards required 06401, 06402). This person must be at the facility for the full duration of the booking.
- **Groups must bring their own first aid supplies for all sports activities or events.**

Cleaning

- Users must ensure the facility and kitchen facilities are cleaned to a respectable standard or additional cleaning charges may occur. If your group don't want the hassle of cleaning you can organize via the Events Centre administrator to pay an additional cleaning fee of \$150.

Section 4: Event Brief

Prior to the commencement of an activity or event, the following information must be communicated with everyone in attendance:

- Location of nearest Emergency Exits.
- All fire exits are to be kept clear and accessible at all times.
- **Assembly point: in the car park area at the front of the building.**
- Who the designated Fire Warden is for your event. In case of emergency follow their direction.
- Who the designated First Aider is for the duration of the group. *NB: Groups are responsible for bringing their own First Aid supplies.*
- Sports courts: Please keep all food and drinks off the courts.
- Drinks consumed within the sports courts must be in plastic containers. Any spills on the courts must be cleaned up immediately to prevent falls / slips. There is a mop located in the store room by court one for this purpose.
- Only non marking sports footwear is allowed on the sports courts.
- Morrinsville Event Centre is a smoke free facility. Including the car park at the front entrance.
- Toilets (including disabled facilities) are located off either side of the main entrance.
- All incidents, accidents or hazards must be reported to the person in charge (or the designated First Aider) who will report to MPDC 0800 746 467
- Children must be actively supervised at all times. Please refrain from allowing children to play on the stair well and banister – this is a hazard.
- Children are not permitted in the store rooms.
- Be aware of the relevant hazards within the facility – refer to Morrinsville Events Centre site safety map (Section 2)

Section 5 Pre and Post Event Check

A pre and post event check may be required to be done prior to an event where a bond is required or any large event that the administrator deems necessary.

Matamata-Piako District Council reserves the right to charge for any additional charges resulting from hire use. You may be required to complete the form below prior to an event so all damage and maintenance requirements can be recorded.

At the conclusion of your booking, a Matamata-Piako District Council representative will inspect the Facility and complete the 'Post Event' section of the form.

The bond will only be released once the post event check has been completed.

AREA	PRE EVENT	POST EVENT
Sports Courts		
Toilets / Change rooms		
Upstairs lounge		
Kitchen		
Reception area		
Meeting room		
HIRE GROUP: Name: Signature: Date:		MATAMATA-PIAKO DISTRICT COUNCIL: Name: Signature: Date:

Section 6 Facility Noise

Noise generated by activities at the facility is to be managed to reduce the potential for adverse noise effects, whilst ensuring compliance with the District Plan for noise limits.

Noise associated with the Event Centre can be grouped as follows:

- Noise from vehicle movement in the car park areas adjacent to the building
- Noise from attendees moving between the building and their cars
- Noise from activities inside the building
- Noise from any mechanical plant associated with heating, ventilation and air conditioning of the building

As specified in the Noise Assessment Report for the Events Centre, through the implementation of the recommended noise control treatments and management measures, the noise from the activities associated with the Events Centre will comply with the District Plan limits for Residential Zones.

The noise level measured within the boundary of an adjacent residentially zoned site cannot exceed 50 dBA Monday to Friday, 7.00am to 10.00pm, Saturday 7am – 12 noon and 40 dBA all other times including Saturdays, Sundays and Public Holidays. Upstairs lounge must keep exit doors closed, except in times of emergency.

These parameters need to be strictly adhered to and there is no opportunity for an exemption. The facility can be accessed from 6am – midnight. You must fully vacate and secure the facility by midnight.

Section 7

Car Parking



(Back car park)



(Front car park)

Car Parking (as per Facility Management Plan)

All organisers of events and functions are required to abide by the facilities Parking Management Plan that was approved under Condition 26 of the Resource Consent.

The car park provision was designed to meet the requirements 95% of the time and if overflow parking were to occur, it would not result in adverse safety and amenity effects.

To protect the nearby businesses, the area along Ron Ladd Place needs to be closely managed to ensure that all requirements of the Resource Management Plan are abided by. No car parking on business driveways

As a condition of your hire, please plan your parking so traffic isn't disrupted. You may be required to designate a person responsible for the traffic management of your Event Centre booking. If your event disrupts the normal flow of traffic on the state highway (Allen Street) you will need a traffic management plan approved by MPDC.

Section 8 Sports Hall

The Sports courts are the focal point of the facility, which can be used as a multi-purpose venue for indoor sports, activities or events. Within the Sports Hall area there are 2 full sized basketball courts. The Sports Hall space can be set up in various ways for events depending on what is required.

The maximum number of people permitted in the sports hall at one time is 600 (including those people upstairs)



The wooden floor within the Sports Hall is specifically designed for sporting events; however if it is to be used for any events or concerts it is important that the floor is sufficiently protected. Temporary carpet flooring may be required to protect the floor for some concerts and events. This will be discussed directly with you at the time of your booking to ensure appropriate control methods are put in place to protect the floor.

Note: All shoes worn on the wooden floor must have a non-marking sole.

It is important that the floor is kept clean at all times to prevent it becoming a potential health and safety issue. If a spill occurs use the mop that is available for users in the store room.

Cleaning staff of the facility will ensure, where possible, the floor is cleaned and regularly swept, with a hot mop scheduled once a week after it is swept. However, they are not onsite at all times, so it is important that prior to use, you check the floor is clean and there are no obvious areas which could cause someone to slip or fall.

If there are any concerns, you are to immediately contact Matamata-Piako District Council.

Sports Hall Rules

1. Non-marking footwear only.
2. No food or drink to be consumed on the courts
3. Drinks must be in plastic containers NO GLASS
4. No chewing gum
5. Children must be actively supervised by their parent/caregiver.
6. In case of a spill, clean it up.

Prior to leaving the Sports Hall users must check the following:

1. Doors to sports storage room are shut
2. Fire exit doors and all internal doors are locked and secured.
3. Ensure the Basketball backboards are pulled back against the wall (if used)
5. Stack chairs neatly away using the chair trolley in stacks of 8 high into the storage room
6. Place netball goals and badminton poles in the back storage room (if used).
7. Discard any litter left on the courts.
8. Ensure the storage room is tidy and no trip hazards are present

Seating / Chairs

Within the Sports Hall there is no permanent tiered seating available. There are approximately 240 chairs available to set up around the edge of the courts or to suit your needs. These are found in the storage area at the end of court one. Please use the chair & table lift trolleys available as these are heavy and awkward to carry.

If you require further chairs for your booking, you will need to arrange hireage of these separate to your booking. All hired chairs must have plastic caps or feet on their legs to ensure the floor is not damaged in any way.

Chairs from the upstairs lounge and meeting room are not to be used in the Sports Hall without prior permission from Matamata-Piako District Council, as there is potential for different bookings to run concurrently who may also require furniture for their booking:

Netball, Badminton, Basketball

There are four **netball** goals are located in the store room by court 2. These goals must be carried by a minimum of four adults as they are heavy and awkward to carry.

Basketball hoops are mounted above the courts and require users to pull a cord to move them into place. Both the netball goals and basketball hoops are owned by the local sports clubs and permission to use these must be granted from the relevant personal.

Badminton poles are also stored on the floor of the sports store room and nets are locked away.

To install the hoops and poles on courtside, the floor caps will need to be lifted. Once removed, the caps are to be placed inside the Sports Store room – these are not to be left courtside as they will be a potential trip hazard.

At the conclusion of your booking the hoops and poles are to be removed and returned to the Sports Store room. Reinstate the floor caps.

Sports Storage Room

The Sports Storage room, which is located at the end of the sports courts is used for sports equipment. It is important that this area is kept clean and tidy at all times so items can be accessed and used when required. If you are a regular user group and would like to store any items within this room, prior permission must be sought from Matamata-District Council.

To access this room you must discuss this with the booking coordinator.

At the conclusion of each booking, once all equipment has been placed back into the storage room, the door must be locked.

Smoke Detectors

There is a sprinkler system throughout the entire facility.

Bringing Equipment in for Events at the Facility

Due to the size of the Facility, it has the potential to be used for functions, events that attract a large number of people. This may mean that additional gear and equipment is brought into the facility.

If additional gear and equipment is being brought in, then it must be packed in/out of the facility through the emergency exit by the stairwell to the upstairs lounge. Permission to bring additional equipment into the facility must be approved by the events coordinator at MPDC.

Section 9 Changing Rooms / Toilet Facilities

The facility has a male change room and a female change room, which include toilets, showers and changing spaces. There are also designated male and female toilets and designated disabled facilities. These changing rooms are available for use when booking the sports courts. Access to all of these facilities is from the main foyer.

There are cleaners who are responsible for the cleaning and upkeep of these changing facilities between bookings. If you feel you may require additional cleaning during your booking, then you will need to discuss these requirements with the Events Centre administrator so it can be organised accordingly.

Changing Rooms



Toilets



Section 10 Kitchen Facilities

The kitchen facilities, which are of a commercial standard, include stainless steel bench space, fridge, oven (including elements), hot water unit, a commercial dishwasher and a microwave. Access to the Kitchen is upstairs via the lounge entrance. There is a lift available to carry heavy items upstairs. Any electrical appliances used in this facility must have an electrical test tag.

We recommend that children are NOT permitted in the kitchen for safety reasons or if required are actively supervised by an adult.



Oven

The Kitchen has one commercial oven, which includes four oven top burners. The main switch to turn the oven on the wall above the oven. Please use the extractor fan when using the oven and ensure you leave it clean after use.



Boiling Water Unit

The Zip Boiling Water Unit, which has a large capacity, is located on the wall of the Kitchen above an area of stainless steel bench. The unit must be turned on when you require it for your booking and turned off afterwards. It can be turned on at the switch on the wall which is beside the Boiling Water.



Dishwasher

The dishwasher (Starline Steriliser) is located within the Kitchen Area has plentiful bench space above it, which makes it efficient to use, as you are able to slide trays in and out of the unit.



The dishwasher is to be turned ON at the wall and switched on at the unit.

The dishwasher will take approximately 10 minutes to warm up prior to it being able to be used. The chemicals required are stored in the locked cupboard beside the unit – these automatically feed into the dishwasher. Matamata-Piako District Council staff will ensure there is always sufficient stock of product at the conclusion of each booking; they are responsible for re-ordering product when required.

Utensils, Glassware, Crockery and Plates

The Kitchen has a selection of cups, crockery, utensils and cooking equipment on site. Please check the quantity meet your requirements. You may need to hire additional supplies for your function.

Further glassware would be required if bar facilities were being offered as the glasses onsite are a small water glass size and there are no wine glasses.

All utensils, glassware, crockery and plates are to be washed and stacked back in the draws at the conclusion of your booking.

Section 11 Function Room

The Function Room is a carpeted space, with official capacity not being allowed to exceed 105 people. It seats 80 people comfortably around tables. There are 20 round tables available for use.



Prior to leaving the Function Room you must check the following:

- Pack away all chairs, tables and furniture used.
- Pick up the main rubbish and dispose in the bins provided
- Clean all crockery and utensils used and store away.
- Empty the fridge and ensure the benches are clean.
- Turn OFF all electrical appliances.
- Turn OFF all lights and ensure all windows and fire exits are locked securely.
- Turn OFF heating if used.

Excessive rubbish disposal is also your responsibility. All rubbish bins within the kitchen will be emptied by the cleaner however if you use excessive rubbish ie more than the supplied bin can provide you must dispose of this yourself.

Fixings – Walls, Doors & Windows

To preserve the appearance of the walls, there are not to be any fixings or adhesive type products stuck to the wall without prior approval. Windows are locked for security and safety reasons and the emergency door must be kept clear and shut at all times.

Liquor License

The Morrinsville Events Centre is not a licensed premise; therefore, all Facility Users who wish to sell alcoholic drinks are required to obtain a Special License from Matamata Piako District Council.

In accordance with the Matamata Piako District Council Alcohol Licensing requirements, to obtain a Special License, a Certified Manager will be required to manage the event in a responsible way. This delegate is to be from the User Group responsible for hireage of the venue.

All Facility Users must indicate on their "Booking Request Form" if they intend to sell liquor. This intention must be followed up with a copy of the Special License being provided to MPDC to enable your booking to be confirmed.

The Original Special License must be displayed in a visible location within the bar server area.

Additionally, you must provide contact details for the Certified Manager, and confirm they will be on site throughout the duration of the booking to responsibly manage the sale of liquor.

All prices for the Bar (food & drinks) are also to be displayed in a visible location.

Note: If you have any further questions contact a MPDC Licensing Inspector to discuss your proposal to ensure you can meet all the requirements. The Sale and Supply of Alcohol Act 2012 also requires that specific timeframes are adhered to for lodging and notifying applications. For applications that are more complicated additional time may be required so we recommend that you lodge your application as early as possible.

Committee Meeting Room

The Meeting Room is a carpeted space that is ideal for small group meetings of up to 12 people.



Store Room

There is storage room at the end of court one in the sports hall. This room is predominantly used for storing chairs and tables, which can be used as part of your hire.

If you are a regular user of the facility and wish to store equipment in this room, then you must obtain prior permission from Matamata Piako District Council.

All equipment must be returned to the correct area where it was originally taken from. Please use the trolley for moving tables and the chair lifter for moving chairs. Stack chairs up to eight high. The doorway must also be left clear at all time and children are not allowed to play in this area.