



# **Silver Fern Farms Events Centre User Guide**

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## Section 1: Facility Details

Matamata-Piako District Council encourages you and your family, sporting teams, community groups, organisations or schools to hire their facilities.

**Your booking is not confirmed until you have accepted the terms and conditions and payment is received in full.**

### **Silver Fern Farm Event Centre**

**Address:** 44 Stanley Ave, Te Aroha

**Hours:** Available for hire seven days a week between 8am and midnight

**Seating:** 130 beside court one.

**Ingham's Sports Hall** – Total number of people: 200

**Function Rooms:** 160 people seated. The function room can be split into two equal size rooms – 'Ballance Room' with full sized kitchen and 'Seales Winslow Room' with a small kitchenette.

**Chairs available:** 100

**Banquet style tables:** 10 (fits 10 people)

The fees and charges for the Silver Fern Farms Events Centre are as follows:

Function rooms	Ballance OR Seales Winslow Rooms		Ballance AND Seales Winslow Rooms	
	*Community group hire	Business / Private hire	*Community group hire	Business / Private hire
Opening time until 6pm	\$25.00 per 4 hours	\$50.00 per 4 hours	\$50.00 per 4 hours	\$100.00 per 4 hours
6pm until 12am midnight	\$10.00 per 4 hours	\$50.00 per 4 hours	\$20.00 per 4 hours	\$100.00 per 4 hours

*Function room bookings are for a minimum of 4 hours. Additional time is charged per 2 hours. Function room hire includes access to toilets. Dimensions function rooms: 18.5m x 10.5m*

Ingham's Sports Hall	Court 1 or 2	Both courts
Opening time until 6pm	\$15.00 per hour	\$30.00 per hour
6pm until 12am midnight	\$25.00 per hour	\$50.00 per hour
Changing rooms / showers	\$60 per day	\$60 per day

Court hire is for a minimum of 1 hour with additional time charged per ½ hour. Court hire includes access to toilets. Dimensions stadium: 38m x 36.5m

Bond	No alcohol served	Alcohol served**
		\$200.00

*\*\*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).*

### \*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.

### **Optional additional extras**

Set up and pack up	\$40 per hour
Tech support	Hourly at actual cost
Sound system	\$25
Projector and screen	\$50
Tea, instant coffee, juice	\$3 per person
Cutlery, crockery and glassware	\$1 per setting
Tablecloths	\$12
Lecturn	\$10
Late check out fee - extend your booking until 10am the next day for cleaning purposes (only available if no bookings are requested for the following day - will be confirmed one week prior to event)	\$50
Event Facilitator assistance during event is also available – please contact the Events and Promotions Co-ordinator to discuss your requirements and rates	

### **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
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 cleans during event (e.g. cleaning toilets, emptying bins) If paying spectator fee, community group hireage fee applies	\$1 per person
Replacement/loss of access card	\$50
Damage to facility	Whole bond minimum

### **Booking the facility**

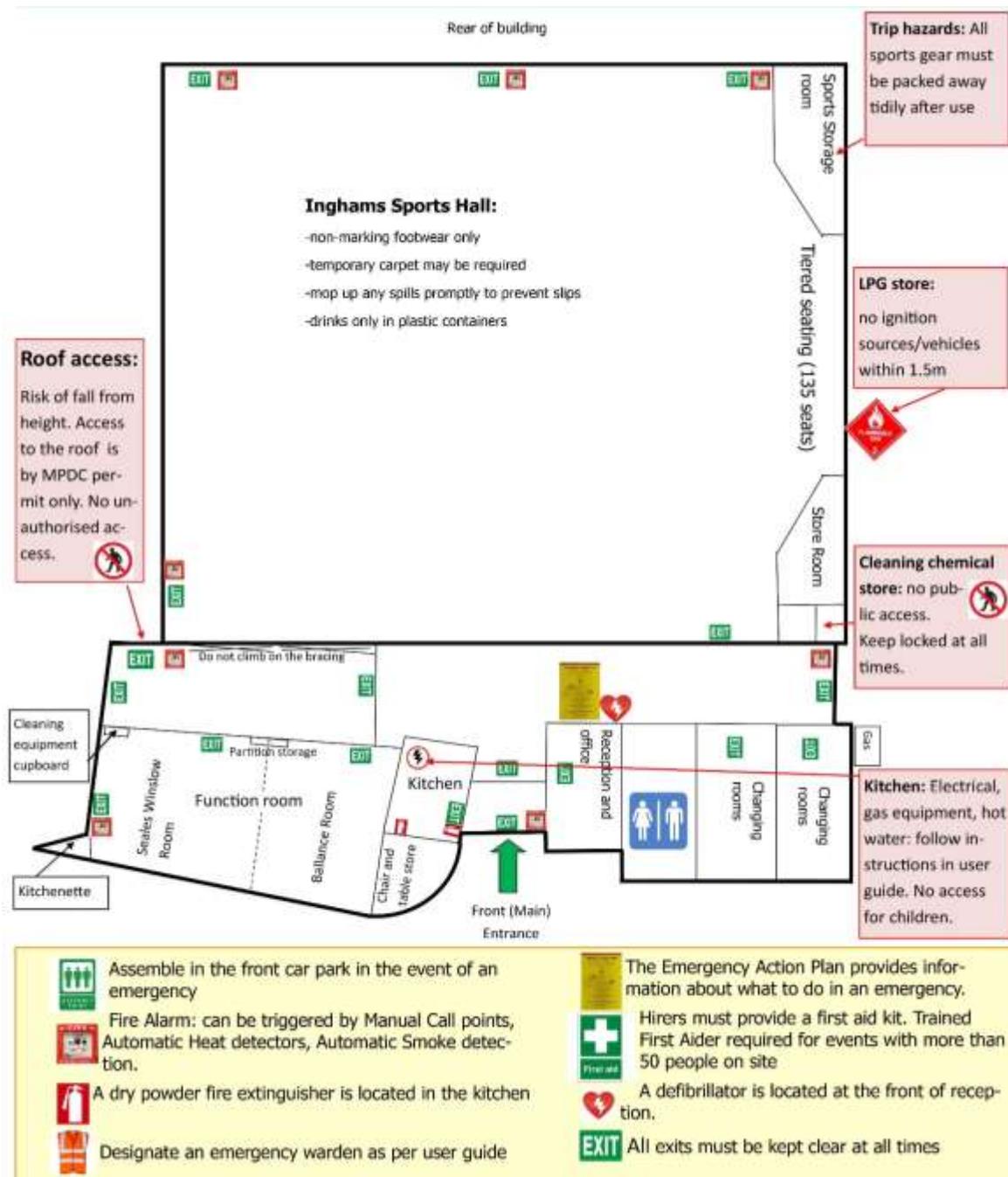
The Silver Fern Farms Events Centre can be booked online on Council's website at <http://www.mpdc.govt.nz/news-a-events/running-an-event> . You must state in your booking application precisely the nature of the event and the activities you wish to conduct.

When making a booking please note your booking time is from when you open the doors till when you close the doors and everyone has vacated the facility. You must allow for any set up, pack down and clean up time in your booking.

### Access to the facility

You can collect your facility access card from the Te Aroha i-SITE, 102 Whitaker Street, on the day prior to your booking (the i-SITE is open 7 days a week ). The card will give access for your stated booking time only, therefore it is essential you allow time before and after your event for set up and clean up as stated above.

## Section 2: Hazard Map of Silver Fern Farms Events Centre



## Section 3: Responsibilities of 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 the key is collected. This includes the following; Hazard map, high viz vest, Copy of Event Brief, Fire Warden Training Document.
- Inform their group of the relevant hazards on site (refer to the site hazard map) and ensure that the event brief (see section 4) is completed prior to or at the start of the event.
- Ensure any serious incidents or accidents are reported immediately to the relevant emergency response (11) and also to council by calling 0800 746467. Minor incidents or injuries are to be reported via the MPDC website. ([www.mpdc.govt.nz](http://www.mpdc.govt.nz))
- Control the environment and shape the behaviour 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 parking and traffic management for the event (see section 7) Where a safety management plan is requested by council, this must be submitted and reviewed by the health and safety team before the event booking is finalized.

### 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 hazard map, including the location of the Emergency Action Plan and Defibrillator.
- Have a fully charged mobile phone on them throughout the entire booking time. NB: There is no facility phone on site.

### First aid provisions:

- Any event where there are likely to be more than 50 persons on site requires a person on site 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.
- **NB Groups must bring their own first aid supplies for all events.**

## Section 4: Event Brief

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

- Location of nearest Emergency Exits
- **Assembly point: in the car park area at the front of the building.**
- Who the Fire Warden is 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.*
- All fire exits are to be kept clear and accessible at all times.
- Inghams Sports Hall: No food or chewing gum is to be consumed within the Inghams Sports Hall
- drinks consumed within the Inghams Sports Hall must be in plastic containers. Only non-marking footwear allowed in the sports hall.
- The venue is smoke free.
- Toilets (including disabled facilities) are located along the Gallery adjacent to the water fountain.
- All incidents, accidents or hazards must be reported to the person in charge (or the designated First Aider) who will report to MPDC
- Children must be actively supervised at all times.
- Any relevant hazards within the facility – refer to SFFEC hazard map Section 2.

## Section 5: Pre and Post Event Check

May be required to be done prior to an event and at the end of the event so all damage and maintenance requirements can be recorded.

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
Ingham's Sports Hall		
Ballance Room		

Seales Winslow Room		
Kitchen		
Reception & Gallery Areas		
Changing Rooms & Bathroom Facilities		
<b>Signature</b>	<b>HIRE GROUP:</b> Name: ..... Date: .....	<b>MATAMATA-PIAKO DISTRICT COUNCIL:</b> Name: ..... 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 within a Residential Zone.

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, 8.00am to 6.00pm and 40 dBA all other times including Saturdays, Sundays and Public Holidays.

These parameters need to be strictly adhered to and there is no opportunity for an exemption. The facility can be accessed from 7am for events starting at 8am. You must fully vacate and secure the facility by midnight.

## Section 7: Exterior & Car Parking

Surrounding the facility there are Sports Fields, which are the home to both the Te Aroha and College Old Boys Sports Clubs. If you intend to use these fields you must request permission, prior to your booking from Matamata-Piako District Council.



### 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.

The satellite map below highlights the surrounding areas, which are available for use when the Event Centre car park is at capacity. To protect the users of the cycle trail and the local residential homes, the area along Stanley Street needs to be closely managed to ensure that all requirements of the Resource Management Plan are abided by, as follows:

1. No car parking on grass verge outside any residential addresses.



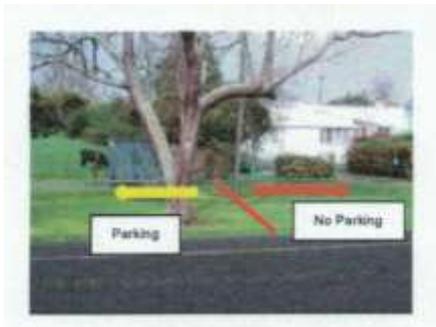
No car parking on the grass verge adjacent to the cycle trail on Stanley Avenue (Western side of the road).



3. No car parking on the grass area/ verge within the designated car park of the Events Centre.



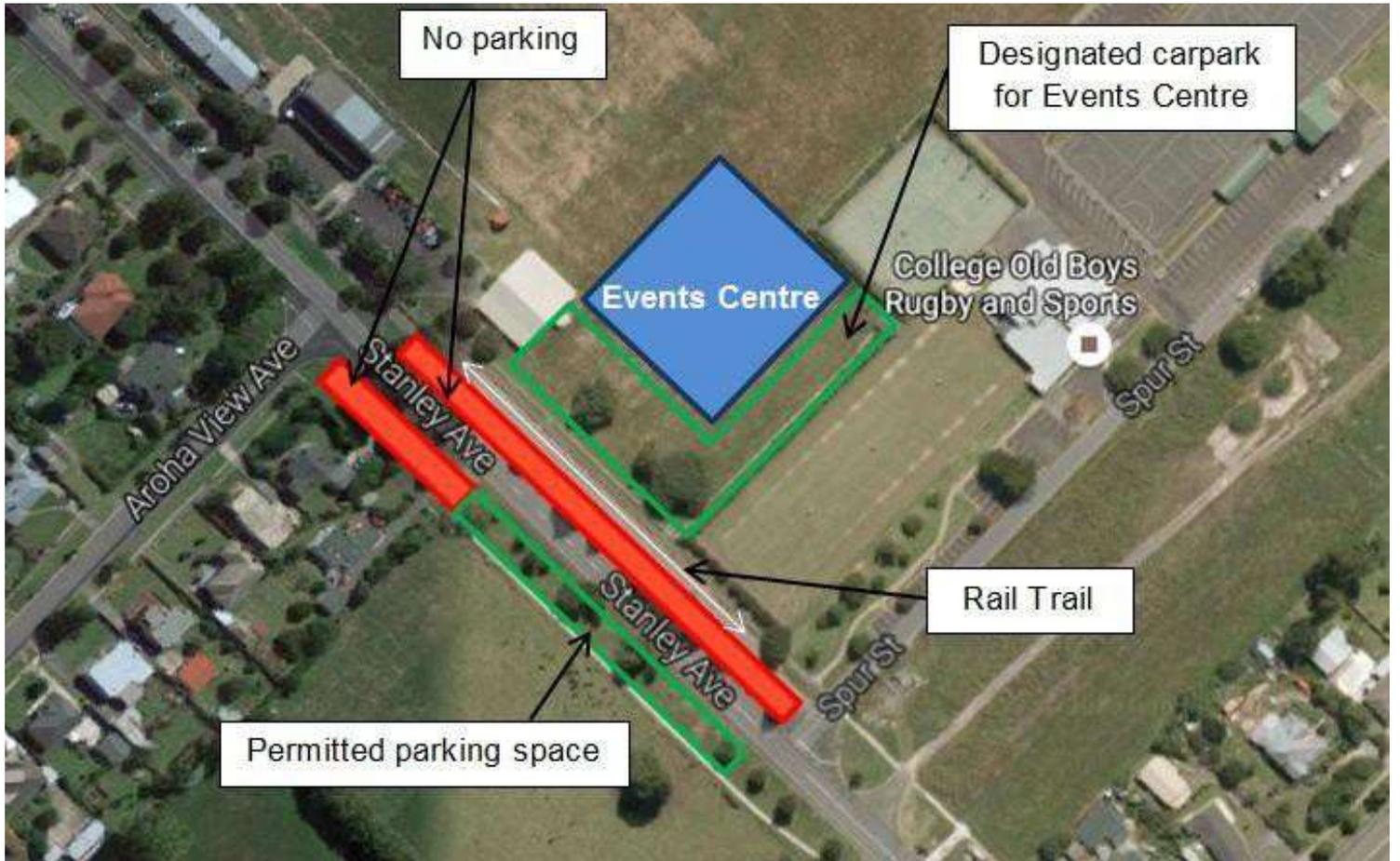
4. Parking on grass verge adjacent to the Crown Land which is located on the opposite side of Stanley Avenue to the Events Centre is permitted.



As a condition of your hire, you may be required to designate a person responsible for the traffic management of your Event Centre booking. This person will be responsible for placing traffic management cones and signage roadside to ensure people are informed as to where parking is not permitted.

All cones and signage needs to be placed a minimum of 2 hours prior to the start time of any event or function starting at the Events Centre, where onsite-parking capacity is likely to be insufficient.

Note: "Neighbours" means the occupier of every dwelling located along Stanley Avenue between Spur Street to the south and Stanley Avenue School to the north.



## Section 8: 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 and/or concerts 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 roller doors of the Facility Storage Room. This room has roller door access on the exterior of the building (as shown below) and there is an internal roller door for access into the Ingham's Sports Hall. Under no circumstances is equipment to be taken through the Reception, Gallery or Foyer Areas. Permission to bring additional equipment into the facility must be approved by MPDC.



This additional equipment may require external contractors to bring in light machinery to hang high-level sound and/or lighting equipment.

- Therefore, if Cherry Pickers and/or Scissor Lifts are brought into the Facility the following must be followed:
- Maximum allowable height of a Scissor Lift on the Ingham's Sports Hall floor is 7m.
- The machinery must have non-marking wheels and appropriate floor protection must be used.
- Maximum allowable height of a Cherry Picker on the Ingham's Sports Hall floor is 15m.
- When using a Cherry Picker on the Ingham's Sports Hall Floor, appropriate floor protection must be installed under the support arms.

## Section 9: Entrance, Reception & Foyer Areas

There are no permanent staff onsite. Reception area can also be fully utilised as part of your hire if required.

Reception has a large service desk, with a sliding glass window opening to the Gallery, and on the opposite wall there is also a sliding glass exterior window which could also be used as a service area to an outdoor event which is being hosted in the car park or the adjacent fields.



### Setting and Disarming the Alarms

#### Entering the building

Unlock the entrance doors by either single swiping or double swiping your Cardax Card on the outside door reader.

- Single swipe will let you enter once, then relock the doors
- Double swipe will unlock the doors, and allow them to open automatically

#### Disarming the Alarm

Red LED lights on the left side of the keypad show areas that are armed.

- Push the red Navigation button in the middle of the keypad.
- When the keypad symbol appears, enter your 4 digit PIN then press the Green Tick button.
- A new screen appears with 'View the Menu' highlighted grey. The word 'Select' is on the bottom right corner of the screen. Push the Select Button, with the white dot in the top right corner, directly below the word 'Select'
- A new screen appears with 'Alarm Zones' and 'Arm-Disarm' directly below highlighted grey. Push the Select Button again.
- A new screen appears with the areas you have booked highlighted grey with a 'Shield' symbol to the right of the wording and 'Disarm' in the bottom right corner of the screen. Push the Select Button again.
- The Shield symbol disappears and the red LED light against the area you selected will change to green. This area is now disarmed and safe to enter.
- If you have booked more than one area, just use the down arrow on the Navigation Button to select the 2<sup>nd</sup> area and push the Select Button again. The red LED light for that area will change to green as well.

#### Setting the Alarm

Green LED lights on the left side of the keypad show areas that are disarmed.

- Push the red Navigation button in the middle of the keypad.

- When the keypad symbol appears, enter your 4 digit PIN then press the Green Tick button.
- A new screen appears with 'View the Menu' highlighted grey. The word 'Select' is on the bottom right corner of the screen. Push the Select Button, with the white dot in the top right corner, directly below the word 'Select'.
- A new screen appears with 'Alarm Zones' and 'Arm-Disarm' directly below highlighted grey. Push the Select Button again.
- A new screen appears with the area you have booked highlighted grey and 'Arm' in the bottom right corner of the screen. Push the Select Button again.
- A Shield symbol will appear to the right of the area selected and the green LED light against that area will change to red. This area is now armed.
- If you booked more than one area, just use the down arrow on the Navigation Button to select the 2<sup>nd</sup> area you want to arm and push the Select Button again. The green LED light for that area will change to red as well.
- If all areas have been selected a beeping sound will now be heard from the keypad indicating the system is now preparing to arm.
- You now have 45 seconds to exit the building. If you single swiped the Outside Reader to get in, you only need to push the 'Touch To Exit' Button below the keypad to open the doors and leave.
- **If you double swiped on entering, you MUST double swipe the reader on leaving to lock the doors.**

To confirm you have set the alarms correctly and avoid a Security Guard Callout fee, phone Nutech Security on 0800 688 324 and ask the Operator to confirm you have correctly armed the alarms at the Silver Fern Farms Te Aroha Event Centre for the area you booked.

**Prior to leaving the Reception area you must check the following:**

1. Foyer windows are closed and secure.
2. Reception service window and all other windows within Reception are closed.
3. Door into Reception is closed.
4. Lights are all turned off.
5. Alarm is set.
6. Front entrance door is secured and checked to ensure it has been locked behind you.

**Lights**

As you enter reception there are light switches to the right of the doorway. These light switches control the lighting in the Foyer, reception, Function Room Gallery and Gallery area in front of Reception. All switches are clearly labelled for each area.



At the conclusion of your booking it is important that all lights are turned off prior to you departing the facility.

## Section 10: Ingham's Sports Hall

The Ingham's Sports Hall is the focal point of the facility, which can be used as a multi-purpose venue for indoor sports and events.

Within the Ingham's Sports Hall area there are 2 indoor courts

The Ingham's Sports Hall space can be set up in various ways for events or concerts depending on what is required by each booking. Permanent tiered seating is on one side of the Ingham's Sports Hall, and additional temporary seating could also be brought into the facility with permission from council.

Additional space within the facility complements this space by offering an adjacent Function Room. This room can be divided into two equal sized spaces by an operable wall. There is also a kitchen/bar server, which can be accessed from within this room and the gallery.

**The maximum number of people permitted in the Ingham's Sports Hall at one time is 200**



The wooden floor within the Ingham's 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. There is a protective carpet path around the perimeter of the Ingham's Sports Hall floor that is to remain in place at all times.



It is important that the floor is kept clean at all times to prevent it becoming a potential health and safety issue.

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 a potential health and safety issue. There is a mop available in case of a spill in the cleaning cupboard. This is located in the function room at the far end.

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

### **Ingham Sports Hall Rules**

1. Non-marking footwear only.
2. All drinks in plastic bottles only on court.
3. Food is not permitted in the Sports Hall.
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 Ingham's Sports Hall you must check the following:**

1. Roller doors to Sports Storage Room are shut
3. Fire Exit Doors and all internal doors are locked and secured.
4. Turn OFF Extraction Fans.
5. Raise Basketball backboards (if used).
6. Turn OFF Scoreboard and return remote control to Sports Storage Room (if used).
7. Place Soccer Goals in Sports Storage Room (if used).
8. Put all chairs away into storage rooms (as found on arrival).
9. Put sound system back into Audio Cupboard in Function Room (if used).
10. Place Netball Hoops and Badminton Poles in Sports Storage Room (if used).
11. Ensure the storage room is tidy and no trip hazards are present.
12. Turn OFF Lights.

## Access Doors – Sports Hall

The Ingham's Sports Hall is to be accessed through the double doors, which are located adjacent to the facility storage room, which is marked "STORE". You will need to use your facility access card to gain access into the Ingham's Sports Hall.

There are two further double doors (as shown below) along the same wall as the entry doors, however as indicated on the Gallery side of these doors, these are not to be used as an entrance point to the Ingham's Sports Hall. They need to be locked and secured at all times.



Additionally there are four Fire Exit doors which are located around the Ingham's Sports Hall, these are to remain closed at all times, and only used as an emergency exit point.

All Fire Exit Doors and internal doors must be checked and secured at the conclusion of your booking prior to leaving the facility.

## Lights

The Ingham's Sports Hall lighting is via ceiling mounted hanging LED lights. There are two switches per court, which are clearly labelled on each switch located on the wall to the right as you enter the Ingham's Sports Hall.



The lights are manually controlled and need to be switched off at the conclusion of each booking.

## Extraction Fan

There are two extraction fans on the ceiling of each court that can be manually switched on and off. The switches to the fans on each court are located inside the entrance to the Ingham's Sports Hall adjacent to the light switches.



If the extraction fans are used, it is important that they are turned off at the end of your booking.

## **Seating/ Chairs**

Within the Ingham's Sports Hall there is a permanent tiered seating area adjacent to Court 1, which can seat 135 people.

If you require further chairs for your booking, you will need to arrange hire 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.

There are designated spaces for wheelchairs at either end of the tiered seating area.



Chairs from elsewhere in the facility are not to be used in the Ingham's 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.

## Basketball Backboard & Hoop (Including Motor)

Note: All regular user groups who require the basketball hoops for their booking will be provided with a key to activate the switch to lower or raise the hoops. If you are not a regular user and would like to use the hoops at the time of your booking, you will need to say so in your booking request, to enable a key to be organised for you to collect with your swipe card for facility access.

The neutral position for these basketball hoops is raised back from courtside. The hoops can be easily lowered when required via a key switch. When the hoop is in its raised or lowered position, the motor will switch off.

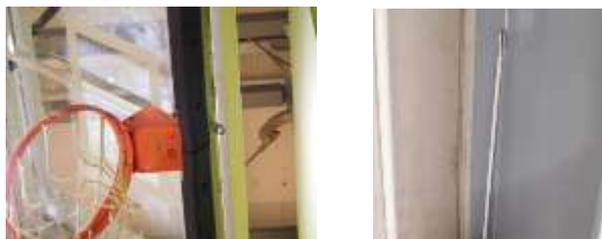
The key switches for the two hoops along the Gallery wall are located inside the entrance to the Ingham's Sports Hall adjacent to the light switches. The key switches for the two hoops on the opposite wall are on the wall behind each hoop.



This switch is only to be used by an adult (over 16 years of age) who is authorized to do so by the person responsible for the booking. This person must have a clear understanding of how to

use it. There are no keys to the switches held onsite, therefore these must be pre arranged at the time of your booking.

The design of the hoops also allows for the backboard (including hoop) to be manually lowered if required. To lower the backboard, use the pole with the hook on it (located in the store room), and put the hook through the bottom eyelet on the rear of the backboard and wind to the desired height.



The basketball hoops are to be returned to their neutral position (raised) at the conclusion of each booking.

## **Scoreboard – Court No. 1 & 2**

Each court has a designated scoreboard, which is controlled via a wireless remote control. The scoreboard has various game and function modes that can be used.

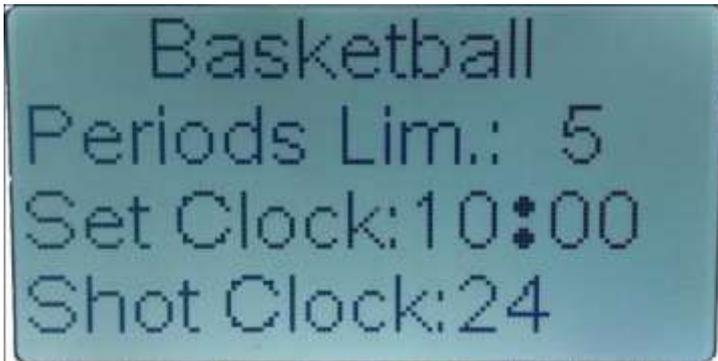


The power supply to the scoreboard is via a 220V AC. The unit also has a 10-hour back up battery system.

The following instructions are how to use the remote control for Basketball. If you require further information on how to use the system for another game you will need to refer to the full user guide in the 'Facilities Folder' in reception.

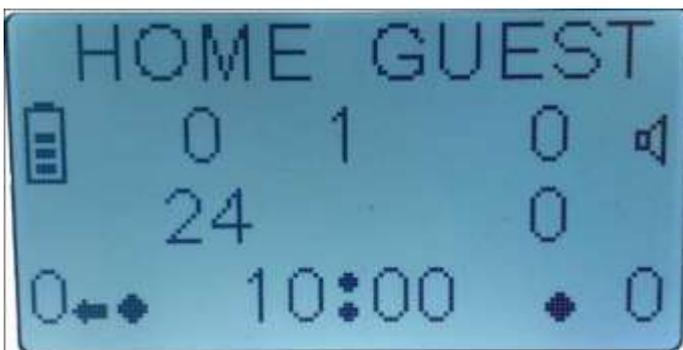
The control boxes are stored within the Sports Store Room.

The setting for Basketball Game Mode:



- Periods Lim.:** Total periods for the game
- Set Clock:** How long for each period
- Shot Clock:** Shot clock

Here is the runtime interface:



Basketball Game Mode Selection and Setting Steps	
Operation	Key on control panel
Enter Setting Mode	SYS.Change Game
Select Operation Option	Shot Clock S+ / Shot Clock S-
Enter Operation Interface	Shot Clock START
Enter Game Selection Mode(Game Mode-X flashes)	Shot Clock START
Select Basketball	Shot Clock S+ / Shot Clock S-
Enter Basketball Setting Interface	Shot Clock START
Start Setting Parameters	Shot Clock START
<b>Modify The Parameter of Flashing Position</b>	Shot Clock S+ / Shot Clock S-
Save the modified parameter and start to modify next parameters if there are other parameters need to be set, otherwise it will quit the parameter setting interface and enter the Basketball Interface.	Shot Clock START

All keys, except 'SYS. Change Side', are enabled when the system is running. Here is the operation:

<b>Operation For Basketball Game Mode</b>	
<b>Operation</b>	<b>Key on control panel</b>
Program starts running and countdown starts	Timer START
Shot clock starts counting down	Shot Clock START
Shot clock stops counting down	Shot Clock STOP
Shot clock time adds 1 second	Shot Clock S+
Shot clock time minus 1 second	Shot Clock S-
Shot clock continues counting down	Shot Clock START
Program stops running and shot clock stops counting down	Timer STOP
Timer adds 1 second	Timer S+
Timer minus 1 second	Timer S-
Timer adds 1 minute	Timer +M
Timer minus 1 minute	Timer -M
Shot clock resets to 24 seconds	Shot Clock RST24
Shot clock resets to 14 seconds	Shot Clock RST14
Program continues running and shot clock continues counting down	Timer START
Shot clock continues counting down	Shot Clock START
Change possession arrow while shot clock resets to 24 seconds	Home Score Guest Score ◀▶
Home team or guest team score adds or minuses	Home Score -1/+1/+2/+3 Guest Score -1/+1/+2/+3
Free-throw sign flashes	Home Score BONUS Guest Score BONUS
Add 1 for foul time, maximum is 9	Home Score FOUL Guest Score FOUL
Clear all the fouls	Home Score F.C./T.O. Guest Score F.C./T.O.
Program stops running and shot clock stops counting down	Timer STOP
Long blast on the hooter	Hooter Long
Short blast on the hooter	Hooter Short
If the game period is less than predetermined value, it will add 1, otherwise it will be reset to 1 meanwhile the shot clock will be reset	Period
Shot clock resets	C.RST
Mute / Unmute Hooters	Timer STOP + Short/Long Hooter

## Indoor Soccer Nets

The indoor soccer goals are stored in the Storage Room courtside. If you wish to use these goals, you must specify your intention within your booking request information.

Due to the metal frames of these goals, it is important that the goals are regularly checked for sharp edges, whilst also ensuring that the rubberized matting is always placed beneath the base of the goal to protect the floor of the Ingham's Sports Hall.

When using these goals, they must be kept clear of all Fire Exit Doors at all times. Under no circumstances are these goals to be placed partially or entirely over any Fire Exit Doors.



The indoor soccer goals are to be returned to the Storage Room at the conclusion of your booking.

## Netball Hoops & Badminton Poles

There are two netball hoops stored on the floor of the Sports Store room. These hoops are to be carried by a minimum of two adults at a time, as they are heavy and have the potential to damage the floor if dropped.

The badminton poles are also stored on the floor of the Sports Store room.



To install the hoops and poles on courtside, the brass floor caps will need to be lifted. There is a pole with a hook on the end which is to be used to lift these caps. 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. Reinstall the floor fittings.

## Sports Storage Room

The Sports Storage room, which is accessed from within the Ingham's Sports Hall, is used for sports equipment including: indoor soccer goals, netball hoops and volleyball equipment.

It is important that this area is kept clean and organised 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 there is a door controller with "Up" and "Down" buttons (shown below) to control the door.



At the conclusion of each booking, once all equipment has been placed back into the storage room, the door is to be put down (closed, as shown above)

## Mat Rollers

Users are NOT permitted to operate the mat rollers. Only trained MPDC staff have permission to operate the mat rollers.

## Smoke Detectors

The Ingham's Sports Hall is fitted with high-level smoke detectors



## Section 11: Changing Rooms / Toilet Facilities

The facility has two unisex Changing Rooms, which include toilets, showers and changing spaces. There are also designated male and female toilets and designated disabled facilities, which include a toilet and changing/ shower facilities.

Access to all of these facilities is from the main Gallery. The Changing Rooms are locked, and therefore if you would like to use them during your booking you will need to provide this information so you can collect an access key prior to your booking.

Sensors activate the lighting in all of these facilities.

### Changing Rooms

The facilities available within each of these changing rooms include: three toilets, two hand basins, four showers and a large changing space. Both of the changing rooms are mirror images of each other with identical spaces and facilities.



These changing rooms are locked when they are not in use. Therefore on your arrival at the facility these will need to be unlocked, there are storage spaces above the bench seat for gear to be stored, so these could also be locked and secured for teams during their games if required.

There are MPDC employees 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 MPDC so it can be organised accordingly.

### **Accessible Bathroom/ Changing Room**

The facilities available within the Accessible Bathroom/ Changing Room include: one toilet, one hand basin and one shower. The room is fully lined and all amenities are fit for purpose.



### **Female Toilets**

The female toilet facilities available include: three toilets and two hand basins.



These toilets are not locked, as they are available for use by all people using the facility.

### **Male Toilets**

The facilities available within the male toilet facilities include: two urinals, toilets and hand basins.



## Section 12: Kitchen Facilities

The kitchen facilities, which are of a commercial standard, include stainless steel bench space, large fridge space, oven (including elements), a commercial dishwasher and microwave.

Access to the Kitchen can be either through the door on the left in the foyer or through the Function Room. There are two serveries, which open out to the Function Room and/ or the Gallery.

The sterilizer liquid is corrosive – please ensure that children do not tamper with the container. **We recommend that children are NOT permitted in the kitchen.**

**Note:** The Kitchen has a small amount of crockery, utensils and cooking equipment on site. There is a set of 12 dinner, lunch, desert plates, mugs, glasses and cutlery in the kitchenette and a set of 90 of the same in the kitchen.

### **Prior to leaving the Kitchen you must check the following:**

1. Ensure all amenities used are OFF or remain as specified in procedure.
2. Empty the Rubbish Bin
3. Ensure cabinets and stainless steel benches are clean.
4. Turn OFF lights.
5. Ensure roller doors are down and doors are secured.

### **Oven**

The Kitchen has one commercial oven, which includes six oven top burners. The main switch to turn the oven on is shown below.



### How to use the oven:

1. Turn extraction fans ON – as per procedure.
2. Turn elements/oven ON which you wish to use.

### What to do once finished:

1. The elements and oven are to be turned OFF.
2. Turn the extraction fan OFF.
3. Thoroughly clean the elements and oven.
5. Wipe and clean all surfaces and trays.

## Extractor Fan

The Extractor Fan is located within the Kitchen Area above the Oven. The switch for the extractor fan is adjacent to the main oven switch.



The extractor fan is to be used at all times when either the elements and/or ovens are in use. The

following procedure is to be used for the use of this extractor fan:

1. The extractor fan is to be turned ON 10 minutes prior to the elements being used. If two or more elements are in use, then both of the extractor fans are to be turned ON.
2. Whilst cooking, the extractor fan setting is to be on maximum speed.
3. Once the elements have been used, and there is to be no further cooking, the extractor fan is to remain on for 20 minutes on low speed.

## Fridges

There are two fridges available for use in the kitchen. The glass frontage fridges can be used to store food and/or drinks, depending on your booking and how you will be using the facilities.



How to turn fridge on (if required):

1. Close fridge doors.
2. Turn ON the fridges at the wall switch (if required).
3. Temperature gauge on the fridge is pre-set and is not to be changed or altered.

What to do once finished:

1. Ensure all contents stored within the fridge is removed.
2. **Leave fridge ON.**
3. Clean and wipe all surfaces within the fridge, including shelves and doors

At the conclusion of your booking, ensure the fridge is left clean and it is left on with the doors closed.

## Pie Warmer

The pie warmer is stored on the kitchen bench and has capacity to heat approximately 100 pies at full capacity (single layer of pies per shelf). This unit is stored on the bench, as shown in photo below.



The pie warmer can be plugged in to a wall socket via a 3-pin plug. There is a dial on the front of the unit to control the temperature.

### How to use pie warmer

1. Place the Pie Warmer in the location you wish to use it on the bench.
2. Turn the Pie Warmer ON at the switch on the wall.
3. Set the dial on the Pie Warmer to the desired setting.

### What to do once finished:

1. Turn the Pie Warmer OFF at the switch on the wall.
2. Open the doors to the Pie Warmer to enable the unit to cool down.
3. Once the unit is cool, wipe all surfaces within the Pie Warmer, including the glass sliding doors.
4. Leave the doors to the unit slightly open to enable the unit to “breathe” between use.
5. Return the Pie Warmer to its correct storage location on the bench.

## Microwave ( Menu Master)

The microwave is hard wired into the wall and is positioned on the stainless steel bench top, to the left of the stove. The menu master is a heavy duty stainless steel microwave which can cook food four times faster than a standard microwave.



The Menu Master has pre-programmed pads for cooking, which can be used in the following method:

1. Open the oven door and place the food in oven. Close door. READY displays. Fan and light will turn on.
2. Press desired pad. For single pad entry, press only one pad – “3” For double pad entry, press the two pads, in order, of the double digit number for the desired cooking sequence – “0” then “3”. The oven will begin to cook.
3. At the end of the cooking cycle the oven will beep and shut off.

The factory settings, which the Menu Master is programmed with, are:

Pad	Time		Pad	Time
1	10 seconds		6	1:30 minutes
2	20 seconds		7	2 minutes
3	30 seconds		8	3 minutes
4	45 seconds		9	4 minutes
5	1 minute		0	5 minutes

The Menu Master can also be used by entering a specific time and power level, which can be used in the following method:

1. Open the oven door and place the food in oven. Close door. READY displays. Fan and light will come on.
2. Press "Time Entry" pad. READY and "0000" will be displayed. If this does not work, then open and close the door again.
3. Enter cooking time by using the numbered pads.
4. Press "Power Level" pad to change power level.
  - a. COOK LEVEL displays with the power setting.
  - b. If a number is not displayed with Cook Level the microwave is set to full power. c. Press a number pad to adjust power level to desired setting.
5. Press START pad. Oven will operate and the time will count down.
6. At the end of the cooking cycle oven will beep and shut off.

Further Menu Master information:

- The green "Start" pad is used to begin a manual time entry cooking cycle.
- The red "Stop/ Reset" pad stops a cooking sequence in progress, clears out any remaining time, and also ends a programming or user option cycle. Pressing the pad will discard programme or option changes.
- "Time Entry" pad enables you to manually enter a time, which does not affect the programmed buttons.
- "x2" pad increases a pre-set cooking time by a percentage of the original cooking time.

When you open the oven door and place food in oven then close the door, READY will be displayed. Then if you press the "x2" pad it will increase the amount of time added as a percentage of the original pre-programmed cooking time.

What to do once finished:

1. Turn the Menu Master OFF at the switch on the wall.
2. Open the door to the Menu Master to enable the unit to cool down.
3. Once the unit is cool, wipe all surfaces, including the door.
4. Leave the door to the unit slightly open to enable the unit to "breathe" between use.

## Boiling Water Unit

The Rheem 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 is to be left on at all times, although if you were to find the unit off, it can be turned on at the switch on the wall which is adjacent to the Boiling Water Unit.

## 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 beside the unit - as shown below. 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.



At the conclusion of your booking, the trays and filter must be cleaned. To enable access to the filter, the mesh trays are to be lifted up. The unit will need to be emptied of water though to enable you to do this.



## **Stainless Steel Urn**

The stainless steel urn, which has a capacity of 20 litres, has a thermostat control sensor, which maintains the water temperature to the dial setting.

There is a safety cut-out switch which will turn the power off to the unit before the urn can boil



The following instructions are to be followed when using the stainless steel urn:

1. Place the urn on a level surface within easy reach of a power outlet.
2. Make sure there is enough room above the urn to allow for filling.
3. Position the urn tap where it can be reached easily whilst in use.
4. Fill the urn with water to the desired level and replace the urn lid.
5. Take the water to the urn – do not lift or carry an urn filled with water.
6. Plug the urn into a power outlet and switch the power on.
7. For maximum heating, turn control knob clockwise until it stops.
8. The red light will signal that the power is on and the urn is heating.
9. When water has boiled, turn knob anti-clockwise until light is off.
10. Urn will then cycle on and off to keep water close to boiling point.
11. To re-boil the water, turn control knob back to maximum position. After adding cold water, turn knob back to maximum position.
12. When not in use, turn control knob and power outlet switch off.

At the conclusion of your booking, the urn is to be emptied and returned to the position it was found on the stainless steel bench area in the kitchen.

## Stainless Steel Benches

Storage space is available within the Kitchen area, with a stainless steel shelf beneath the bench area.



At the conclusion of your booking, you are required to complete the following:

1. All food and product stored on the shelves is to be removed.
2. All surfaces of the shelving are to be wiped and cleaned to a high standard. The product to be used for this surface clean is an all-purpose Kitchen surface cleaner which is located in the cleaning cupboard.

**Note:** Under no circumstances is either food or product to remain on the shelf at the conclusion of a booking.

## Roller Door

The roller doors enable food and drinks to be served from within the Kitchen Area to either the Function Room or the Gallery/ Foyer Area.

The roller doors are secured by 2 sliding bolts on either side of each door. The doors are to be closed and secured at the conclusion of each booking.



## Utensils, Glassware, Crockery and Plates

The kitchen has a good supply of utensils, glassware, crockery and plates. The maximum allowable number of people within the Function Room at one time is 177 - the facilities supply would not entirely cover this number of people.

Storage for these items is within the two large white cupboards on either side of the fridges in the Kitchen.



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 cupboard at the conclusion of your booking prior to leaving the facility. If dirty dishes are left behind after your booking, MPDC will issue an invoice to the hirer for the costs of completing these dishes.

## Rubbish Disposal

Rubbish disposal is your responsibility. All rubbish bags from the kitchen are to be taken out to the main rubbish bins at the side of the facility (as shown below), or taken with you.



Rubbish bins are to have a liner put inside them to ease the task of emptying the rubbish bin.

The rubbish bin is to be emptied at the conclusion of your booking, or alternatively at the end of each day if the booking is for a longer period of time

## **Emptying the Rubbish Bin**

1. Rubbish bin is to be emptied at the end of each booking and/or day at a minimum.
2. The white plastic liner is to be removed from within the rubbish bin.
3. Place a new white plastic liner into the rubbish bin. Stock of these is kept inside the cleaning cupboard.
4. Tie the top of the white plastic liner to secure its contents.
5. Place into a wheelie bin, which is located at the side of the facility.

## **Liquor License**

The Te Aroha Events Centre is not a licensed premise; therefore, all Facility Users who wish to sell alcoholic drinks are required to obtain a Special License.

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 onsite 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.

## Section 13: Function Room

The Function Room is a carpeted space, which can comfortably seat up to 160 people, with official capacity not being allowed to exceed 177 people. This room can also be split into two equal sized rooms, one with full kitchen facilities, and the other with a small kitchenette.

There are large bi-folding doors at the end of the room which can be opened up onto the adjacent fields. If additional space was required, there are further bi-folds down the side of the room enabling the room to open out into the Gallery area.

There is a hearing assistance system installed in each of the rooms, so separate systems can operate if the rooms were to be split.



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

1. Pack away all chairs, tables and additional furniture used.
2. Vacuum floor and ensure area is clean.
3. Empty the Rubbish Bin/s as per procedure – TBC.
4. Turn OFF 2 x Air Conditioning Units.
5. Ensure the Sound System is packed away and returned to the Audio cupboard (if used).
6. Turn OFF all Lights.

### Air Conditioning

The ceiling mounted air conditioning units are controlled via the control panel on the left side of the door way as you enter the room. The controls are located in the same position if you were to enter the second room if they were split.

The units at each end of the room need to be used together to ensure an even airflow through the room (if the operable wall is not across the room).

The temperature setting on these units can be adjusted at the control panels, however we recommend that the room temperature is set to 21-22°C as a guide



At the conclusion of your booking it is your responsibility to ensure both units are switched OFF prior to leaving the facility.

## Lights

There are two light switches for each end of the Function Room. These switches are adjacent to the air conditioning controller on the left side of each entrance door.

The top two switches control the lights for each area. The third switch controls the wall fans located above the bi folding doors out to the Gallery.



At the conclusion of your booking, the lights are to be switched off prior to you leaving the facility.

## Blinds

There are blinds located along the windows down the side of the room (car park side) and across the bi fold doors at the back of the room (adjacent to fields).

The neutral position for these blinds is up/ open. Under no circumstances are the blinds to be used whilst any doors or windows are open as the blinds can be easily damaged.

If you use the blinds during your booking it is your responsibility to ensure the blinds are opened again at the conclusion of your booking, prior to leaving the facility.



## Operable Wall

There is an operable wall in the Function Room, which enables the room to be split into two equal sized rooms if required. The way the services are set up in these rooms enables them to operate independently (only difference being the kitchen facilities).

The operable wall panels are retracted back into the storage cupboard on the side of the room.



Prior to moving any panels, both of the doors to this cupboard need to be fully opened.

Each individual panel is to then be moved along the ceiling tracks, across the room into position. The first panel is a doorway panel, which enables access between the rooms if required.

To move each panel, the fitting (as shown below), is slotted into the side of it to enable it to be pulled across the room into position.



**IMPORTANT:** This is a valuable asset, which is to be moved slowly and with care.

**Note:**

- No tape or fixings are to be used on the panels or framing. This will be strictly enforced, and there will be no exceptions, as it damages and marks the framework.
- Blue-tack is the only product that can be used on the frames of these doors. This must be removed in its entirety at the end of each booking.

At the conclusion of your booking the wall is to be retracted back into the storage cupboard prior to you leaving the facility.

## Kitchenette

There is a small kitchenette located at the rear of the Function Room (beside the bi fold doors to the field area). Within this kitchenette there is a small fridge and sink/ bench preparation area.



The kitchenette is well stocked with crockery, with a sufficient supply of cutlery, plates, cups and glasses.



There is no steriliser within this kitchenette area, however depending on usage in the other half of the room and bookings; there is the possibility of using the steriliser within the kitchen. If so, it is important to remember that all items are returned to the kitchenette as they were found on arrival.

At the conclusion of your booking it is important that all crockery and utensils used are cleaned and stored away as they were on your arrival. All dishes are your responsibility. The bench is to be clean and the fridge emptied of all items.

**Rubbish disposal is also your responsibility.** All rubbish bins within the kitchenette are to be emptied, with rubbish taken out to the main rubbish bins at the side of the facility (as shown below), or removed from site.



Rubbish bins are to have a liner put inside them to ease the task of emptying the rubbish bin.

The small fridge in the room is to remain on and operational at all times. Do not turn the fridge off.

## Store Room

There is storage room at the end of the Function Room adjacent to the Kitchen. This room is predominantly used for storing chairs and tables, which can be used as part of your hire for this area.



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 (as shown above). Please use the trolley for moving tables and the chair lifter for moving chairs. Tables stacked on the trolley and chairs in stacks of up to six on the right side of the room. It is important that the storage method used enables the distribution board to be easily accessed at all times. The doorway must also be left clear at all time.

## Fans

There are three fans above each of the bifolding doors into the Gallery. When these fans are operational, they pull air into the room from the Gallery.

Each group of fans is controlled using the bottom switch of the light switch fitting (as shown below). To turn the fans on switch it to "Fan" and then "Off" to turn the fans off.



At the conclusion of your booking, the fans are to be switched off prior to you leaving the facility

## Windows and Doors

The Function Room has windows or doors on three sides of the room.

All of these can be opened up to enable additional air flow through the room, although if these are, this will affect the air conditioning system, therefore the system is to be turned off if the doors and windows are open (and vice-versa).



All of the windows and doors have the same type of locking mechanisms on them – as shown in the photo below. Each fitting has a long “T” type of fitting which needs to be released to open the window/door. Pull the handle positioned in the middle of the door to ensure the door is in its correct position for ease of unlocking/locking.



If the doors are opened and young children are in the room, it is their parent/guardians responsibility to ensure that they closely supervised.

At the conclusion of each booking, it is your responsibility to ensure all of the windows and doors are closed, locked and secured prior to leaving the facility.

## 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. The only product that can be used on the doors, walls or windows is Blue-tack.

## Hearing Assistance

The Function Room is equipped with two hearing assistance systems, so each end of the room can operate independently to each other if required. If you intend on using either of these systems during your booking, you must write it on your “Booking Request Form”. The front of the room (Kitchen end) operates on Channel One and the rear of the room operates on Channel Two.



The receivers for these systems are stored in the Audio Cupboard located in the corner of the room adjacent to the Kitchen Servery Area.



At the conclusion of your booking all receivers must be collected and returned to the Audio cupboard prior to leaving the facility.

## Sound System

Within the Audio Cupboard there is also a Samson's Expedition XP1000 Portable PA system that is an all-in-one sound system. The system is suited for live music performances, parties, group exercise classes, meeting presentations or academic lectures.

If you intend on using either of this system during your booking, you must write it on your **Booking Request Form**.

The system is Bluetooth enabled, meaning you are able to wirelessly stream music from your smartphone, tablet or laptop.

The two way vented speakers can be either mounted onto a stand or alternatively they could be tilted back on their sides and used as floor monitors.

Under no circumstances is the system to be removed from the Function Room without prior approval from Matamata-Piako District Council. This is valuable equipment to the Facility and must be cared for accordingly.

At the conclusion of your booking you are required to ensure it is all packed away in the Audio Cupboard, with the cupboard locked and secure prior to you leaving the facility.