

HUB WEST VENUE HIRE

27 Corban Ave, Henderson South, Auckland 0612



MPHS COMMUNITY TRUST

09 838 4820 | hubwest@mphs.org.nz

www.mphscommunity.org



LOOKING FOR A SPACE TO HIRE?

Hub West is a community and conference facility available for hire in the heart of South Henderson.

Equipped with a diverse range of spaces, it can accommodate all kinds of events from playgroups and art classes to conferences, seminars and meetings, private functions and celebrations, expos and more.

It features with a variety of rooms and facilities for both regular programmes and one-off events, including:

- Large hall suitable for functions, events, activities, up to 200 people
- Several meeting rooms for 15 to 50 people
- Fully fitted commercial kitchen
- Two covered outdoor courtyards for fairs, fetes, markets and functions
- The venue meets all accessibility requirements for disabled people
- 20 onsite car parking spaces plus additional parking nearby

Hub West is run as a community enterprise operated by MPHS Community Trust, which means by booking our venue you will be supporting the important work we do in youth development, environmental restoration, education and much more.



“Great kitchen, Excellent room with everything we need. Always tidy.”

“Very pleased with the environment of Hub West and the friendliness of staff. Thank you for your service.”

“I love your service and the place I am looking forward to hire again. Excellent.”

“Staff was very helpful and always communicate with our group in a professional manner. Thank you!”

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FAQS

HOURS OF AVAILABILITY

Monday to Sunday: 8am to 10pm

Friday & Saturday: 8am to 11pm

WHAT CAN I USE THE ROOMS FOR?

SOCIAL: Parties, Weddings, Family Gatherings.

BUSINESS: Meetings, Conferences, Training, Professional Development, Catering.

COMMUNITY: Clubs, Events, Fundraisers, Group Meetings, Playgroup and Church Gatherings.

IS THERE PARKING?

Hub West has a car park located towards the Tahī end of the facility. There is also plenty of parking along Corban Ave. Depending on time and date MPHS Community Trust has permission from the Seventh Day Adventist Church (directly opposite Hub West) to use their car park spaces.

IS WIFI AVAILABLE?

Yes, the first 2mb free then charges apply.

DO I NEED TO CLEAN AFTER USING A ROOM?

Yes, please leave room as you find it. There is a photo on the back of the room doors demonstrating how the room should be left. Each building has a cleaning cupboard that contains equipment and products to assist you in your clean up.

Cleaning can arranged at time of booking for an additional fee.

CAN I SMOKE AT HUB WEST FACILITIES?

Hub West is a smoke free zone. Smoking is not permitted on Hub West premises.

IS ALCOHOL PERMITTED AT HUB WEST?

Yes, subject to management approval and dependent on event type. Security guard/s is required with any bookings small or large where alcohol is concerned.

KITCHEN USE & CATERING

Hub West has a commercial kitchen which can be hired.

BOOKING & PAYMENT

Contact us to ensure the dates you want are available, if they are, we will provide you with a Hire Agreement.

A 25% deposit is required within 7 working days for booking to confirm and balance is due 7 working days prior to event.

Most bookings require a refundable bond from \$100 - \$500. Details of this and any other charges will be clearly explained on your Hire Agreement.

Payment options: Cash at office, Internet banking (details on invoice) Cheque (businesses only) – we don't have eftpos or credit card facilities.

Changes may incur an admin fee.

If you wish to come and view the rooms, make a booking to ensure a staff member is available to show you around and the rooms are not in use

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RUA FRONT ROOM

Suitable for small meetings or classes.

CAPACITY: 20

- FEATURES:**
- Kitchenette
 - 2 tables & 20 chairs
 - Use of courtyard
 - Wifi (2mb free)

PRICING: \$20.00 per hour

\$100/\$150 bond and charges for additional services or facilities may apply – advised during booking process.



RUA BACK ROOM

Suitable for small meetings or classes and children's parties. Playgroup equipment permanently part of this room.

CAPACITY: 20

- FEATURES:**
- Kitchenette
 - 2 tables & 20 chairs, 2 sofas, 2 toddler's tables & 12 toddler's chairs.
 - Use of courtyard
 - Wifi (2mb free)

PRICING: \$20.00 per hour

\$100/\$150 bond and charges for additional services or facilities may apply – advised during booking process.



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TORU FRONT ROOM

CAPACITY: 15

FEATURES:

- 2 tables & 20 chairs
- Use of courtyard
- Wifi (2mb free)

PRICING: \$15.00 per hour

\$100/\$150 bond and charges for additional services or facilities may apply – advised during booking process.

NOTES:

Strictly for meetings, training and workshops.

The Toru rooms can be hired individually (with a partition in place) or as a full room.

Limited to finger foods.



TORU BACK ROOM

CAPACITY: 30

FEATURES:

- Kitchenette
- 2 tables & 20 chairs
- Use of courtyard
- Wifi (2mb free)

PRICING: \$20.00 per hour

\$100/\$150 bond and charges for additional services or facilities may apply – advised during booking process.

NOTES:

Strictly for meetings, training and workshops.

The Toru rooms can be hired individually (with a partition in place) or as a full room.

Limited to finger foods.



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TORU FULL ROOM

Strictly for meetings, training and workshops.

The Toru rooms can be hired individually (with a partition in place) or as a full room.

Limited to finger foods.

CAPACITY: 50

FEATURES:

- Kitchenette
- 2 tables & 20 chairs
- Use of courtyard
- Wifi (2mb free)

PRICING: \$35.00 per hour

\$100/\$150 bond and charges for additional services or facilities may apply – advised during booking process.



HALL – WHA

Suitable for large meetings, functions and events.

Commercial Kitchen (Rima) can also be booked.

CAPACITY: 200

FEATURES:

- Basic kitchen use
- 20 tables & 200 chairs
- Wifi (2mb free)

PRICING:

Up to 50 people: \$55 per hour

50-100 people: \$70 per hour

100-200 people: \$100 per hour

\$100 - \$500 bond and charges for additional services or facilities will apply dependent on event – advised during booking process.



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PARTIES & SOCIAL EVENTS

The Hall – Wha, can hired for social events such as birthdays and weddings.

PRICING:

ALCOHOL FREE EVENT (PER HOUR):

50-80 people: \$55 per hour – bond \$250

80-100 people: \$70 per hour – bond \$300

100-200 people: \$100 per hour – bond \$350

ALCOHOL SERVED AT EVENT (PER HOUR):

Up to 200 people: \$100 per hour (bond \$500)

Events serving alcohol require security guard/s and hirer's are required to apply to Auckland Council for a liquor license.

Charges for additional services or facilities may apply – advised during booking process.



CHILDREN'S PARTIES

OPTION 1 – RUA FRONT& BACK ROOMS

CAPACITY: 50

- FEATURES:**
- Basic kitchen use
 - 5 tables and 40 chairs
2 toddler tables and 12 chairs
 - Some play equipment
 - Use of courtyard
 - Wifi (2mb free)

PRICING:

\$100 for 3 hours – bond \$150

Charges for additional services or facilities may apply – advised during booking process.

OPTION 2 – HALL – WHA

CAPACITY: 60

- FEATURES:**
- Basic kitchen use
 - 20 tables & 200 chairs
 - Enough room for a bouncy castle

PRICING:

\$48 per hour – bond \$250

Charges for additional services or facilities may apply – advised during booking process.

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COMMERCIAL KITCHEN – RIMA

A well equipt commercial kitchen is available for hire. Please note, pots, pans, trays, utensils, cutlery are not provided.

BASIC KITCHEN HIRE

Cooking done at home, space used for food prep, fridge, microwave.

FULL KITCHEN HIRE

All cooking done on site, use of the gas oven, sterilizer and all of the above.

PRICING:

NOT FOR PROFIT (PER HOUR):

\$12.50 office hours / \$16.00 out of office hours

COMMERCIAL (PER HOUR):

\$16.00 office hours / \$20.00 out of office hours

\$100/\$150 bond and charges for additional services or facilities may apply – advised during booking process.



SERVICE CHARGES

SET UP / CLEAN UP (PER HOUR):

\$32 hourly (hall) or \$20 (other rooms)

DATA PROJECTOR/SOUND SYSTEM:

\$25 4 hours during office hours

\$50 whole day during office hours

\$75 after hours

\$100 weekend

STORAGE (PER MONTH):

\$10 small or \$20 large

