



Business Canterbury

Our Chamber of Commerce

ROOM HIRE

Welcome to Business Canterbury

Business Canterbury has two function spaces and one meeting room on their site at 57 Kilmore Street.

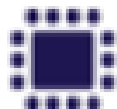
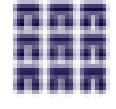

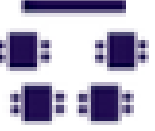


These spaces are available for hire during business hours – 8.30am – 5.00pm. After-hours hire (outside the normal business hours) is possible depending on availability. Please note there is an additional fee for after-hours use.

Our team can assist with basic setting up and packing down of the room. Additional costs may apply depending on your requirements.

We will work with you to determine the best space for you and prepare a quote detailing all costs.

We look forward to seeing you soon.

Capacity and layout options

ROOM + CAPACITY	BOARD ROOM 	CLASSROOM 	U-SHAPE 	GROUP 	THEATRE 	COCKTAIL 	AUDIO VISUAL EQUIPMENT
MAINLAND ROOM	28	36	20	36	120*	150	PROJECTOR & SCREEN IN BUILT SOUND SYSTEM MICROPHONE E-WHITEBOARD HDMI CABLE
CANTERBURY ROOM	24**	16	18	16	36**	50	PROJECTOR & SCREEN IN BUILT SOUND SYSTEM E-WHITEBOARD HDMI CABLE
LYTTELTON ROOM	10	—	—	—	—	—	TV WITH CASTING FACILITY

***ADDITIONAL CHAIR HIRE REQUIRED**
****ADDITIONAL CHAIR HIRE MAY BE REQUIRED**



Mainland Room

Our largest room is our Mainland Room and is a multi-functional space. Well suited to seminars, workshops, board meetings and networking. This space has an adjoining breakout area.

Hire of the space includes:

- Use of kitchen and adjacent breakout room* (ideal location for morning tea, lunch, afternoon tea)
- Foyer and reception area for registrations / greeting guests;
- Standard furniture
- AV Equipment includes
 - Screen and Projector with sound capability;
 - Laptop for running presentations with HDMI connection;
 - Built in sound system - Lectern with wired microphone, handheld microphone, lapel microphone
 - Adjustable lighting system



**Please note the breakout room may be used by other guests during their breaks*



Canterbury Room

This room is well suited to boardroom style and smaller group workshops however can be used in several ways.

Hire of the space includes:

- Use of kitchen and breakout room adjacent to the Mainland Room* (ideal location for morning tea, lunch, afternoon tea)
- Standard furniture
- Foyer / reception area for registrations/greeting guests
- AV equipment: projector, screen with sound capabilities and laptop for running presentations with HDMI connection
- Adjustable lighting system

**Breakout room availability depends on other activity taking place in our other spaces.
If unavailable catering can be served in the Canterbury Room.*





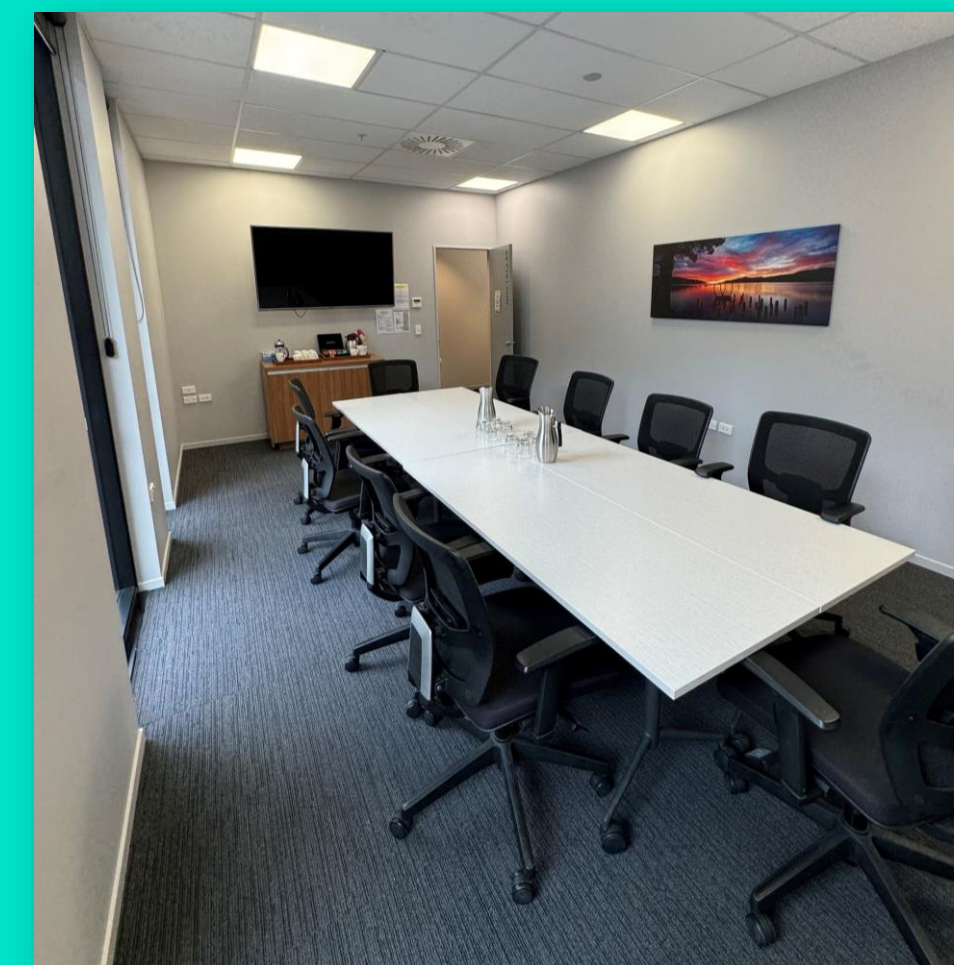
Lyttelton Room

This room is suitable for meetings or smaller groups and comfortably seats up to 10 people.

The hire fee includes:

- Foyer / reception area for registrations/greeting guests
- Use of kitchen and breakout room adjacent to the Mainland Room* (ideal location for morning tea, lunch, afternoon tea)
- AV equipment: TV Screen with wireless connectivity (this does not have a camera)
- Standard furniture
- Use of kitchen and toilet facilities

**Breakout room availability depends on other activity taking place in our other spaces.
If unavailable catering can be served in the Canterbury Room.*



Catering



- Business Canterbury can assist with a tea and coffee service; however, all other catering will need to be arranged by the hirer and provided externally.
- For the tea and coffee, we can offer a full-day rate or a per-person rate.
- We can provide a list of suitable caterers, who know and understand the venue, but we are happy to use a supplier of your choice.
- If you require any assistance with managing your catering Business Canterbury can assist however additional fees may apply.
- Most catering is served in our breakout area adjacent to our Mainland Room, however if this space is already in use with another activity your catering may need to be set up and served in your room. We will advise what the best set up for your activity will be.

What's Included

Inclusions

- Business Canterbury team member to assist with basic set up and pack down
- Use of our standard furniture
- Use of the inbuilt AV (refer to room descriptions)
- Use of Kitchen and kitchen items (working in with other activity for availability)
- Foyer and reception area for registrations/greeting guests
- Bathroom Facilities
- Limited parking onsite, marked as member spaces 16 -22. Otherwise, there is parking on Kilmore and Peterborough Streets and parking lots opposite The Casino or The Town Hall – all within walking distance.

Exclusions

All rates exclude GST

- Additional AV or equipment hire - price on request
- Bar Leaners - \$10 each (5 available)
- After hours fee - \$200 per hour
- Team Assistance* \$50 per hour

*Team Assistance includes activity such as booking catering, setting up and serving catering, booking hire equipment and any extra set up required.

Room Hire Rates

	Room	Members	Non-Member
Full Day	Mainland Room	\$800 + GST	\$960 + GST
	Canterbury Room	\$600 + GST	\$720 + GST
	Lyttelton Room	\$400 + GST	\$480 + GST
Half Day	Mainland Room	\$400 + GST	\$480 + GST
	Canterbury Room	\$300 + GST	\$360 + GST
	Lyttelton Room	\$200 + GST	\$240 + GST

Other costs	
Tea and Coffee	\$4 + GST per person, per break
Team Assistance	\$50 + GST/hour
After hours fee	\$200 + GST/hour

Terms and Conditions

Terms and conditions will be discussed during the process, however, it's important to note the following conditions when confirming your booking with us:

Payment Terms

1. An invoice will be issued upon confirmation of your booking for 100% of all known costs. Any additional costs incurred will be invoiced separately on completing your hire or confirmation of cancellation.
2. Confirmation of your booking will require a signed agreement.
3. Standard payment terms are 14 days from invoice, unless agreed prior.
4. All other costs (in addition to the room hire) associated with the event must be paid for by the hirer, for example, catering and additional equipment hire.

Cancellations

1. Cancellations must be advised at least five working days before the date of hire.
2. Where cancellation is not received within five working days, any costs incurred by Business Canterbury will need to be reimbursed by the hirer.

Availability

The hire of the venue and Business Canterbury team's assistance are subject to availability.

Cleaning

A cleaning fee may apply if the room and other spaces used during your hire period are left untidy.

**Please get in touch to enquire
about your next event.**

E: registrations@cecc.org.nz

P: 0800 505096

