

## Important information:

- Large space available for a variety of events or indoor programmes.
- HAPAI Building is located in the CBD opposite the Upper Hutt Railway Station and handy to all amenities. It has easy access to car parking and a bus stop is just at the door.
- The HAPAI Building is a suitable venue for any club, group, organisation or special event.
- Available for one-off bookings and regular hire.

## Cleaning

Please ensure that you leave all rooms as you found them and make sure you wipe down all benches, microwave, fridge and the stove. You will need to bring your own cleaning supplies.

## Maintenance enquiries

Please contact the Facilities Support Coordinator, Robyn Adams, email [robyn.adams@uhcc.govt.nz](mailto:robyn.adams@uhcc.govt.nz) or 027 442 8913.

## Payment

Required in full on pick up of keys or by prior arrangement.

# HAPAI Building Fees

## Whole facility

### Community groups/non-profit organisations

per hour	1/2 day (4 - 6hrs)	day hire (6+ hrs)
\$20	\$55	\$80

### Other groups (e.g. local business)

per hour	1/2 day (4 - 6hrs)	day hire (6+ hrs)
\$55	\$130	\$150

**Private function cleaning** - \$100 refundable deposit

## Main Hall

### Community groups/non-profit organisations

per hour	1/2 day (4 - 6hrs)	day hire (6+ hrs)
\$10	\$30	\$50

### Other groups (i.e. neither a business nor strictly a non-profit organisation)

per hour	1/2 day (4 - 6hrs)	day hire (6+ hrs)
\$20	\$75	\$100

### Business groups (i.e. make a profit)

per hour	1/2 day (4 - 6hrs)	day hire (6+ hrs)
\$30	\$75	\$100

**Private function cleaning** - \$100 refundable deposit

## Mary Richardson Lounge

### Community groups/non-profit organisations

per hour	1/2 day (4 - 6hrs)	day hire (6+ hrs)
\$10	\$20	\$30

### Business groups (i.e. make a profit)

per hour	1/2 day (4 - 6hrs)	day hire (6+ hrs)
\$20	\$50	\$70

For bookings or more information:

CONTACT *Janice Henderson*  
*Community Engagement Officer*  
*Upper Hutt City Library*

PHONE 527 2132  
EMAIL [hapai@uhcc.govt.nz](mailto:hapai@uhcc.govt.nz)

UPPERHUTCITY.COM



# HAPAI Building

## VENUE HIRE INFORMATION

*For community groups,  
non-profit organisations  
& private events.*



1 JULY 2015

UPPERHUTCITY.COM

## Main Hall

- Large space available for a variety of events or indoor programmes.
- Seats 140, capacity for 195 people.
- 140+ chairs and 13 trestle tables available.
- Full stage with piano.
- Ceiling heating.
- Hall can be divided into two sections with folding doors.



Main Hall



Main Hall

## Kitchen Facilities

- Includes:
  - Fridge
  - Oven
  - Microwave
  - Dishwasher
  - Hotwater Zip
- Small room directly off kitchen.



Kitchen



Kitchen

## Meeting Room

- Quiet space with a cosy atmosphere perfect for small meetings or events.
- 23 chairs and 2 tables in the room with extras available on request.
- Small kitchenette with hotwater urn.
- Fixed air conditioner/heater unit.



Meeting Room



Meeting Room