

## Room Hire Information

**Our Anchorage Party Room** has a small kitchen with oven, fridge, microwave, dishwasher. Please make sure the room is kept clean and tidy for the next user once your hire has been completed. Our cleaner can offer a birthday party clean-up service, please speak to our staff for further details and charges.

### Included with your room hire rate and at no extra charge

- \* Tables
- \* Chairs
- \* Whiteboard & Blackboards
- \* Kitchen
- \* Sandpit
- \* Toys
- \* Children's play area and play equipment

**All charges for your room hire** are per hour or part there of and include your setup and pack down time. All Birthday Party or Baby Shower bookings must be paid in full one week before your event takes place, this includes the Room Hire Bond.

**A Room hire bond will be required.** If any damage does occur to the building or equipment please let us now as soon as possible. We will discuss remedies & or charges with you before using the bond to cover any costs. Your bond will be repaid within 7 days.

**Maximum number of guests** or clients per room hire agreement must not exceed the limit stated for each room. Guest number room limits can be found in this brochure. **Our community house has full wheelchair access.** We offer one disabled parking space.

**Please ensure the room is left tidy & clean** by packing up tables, stacking chairs, cleaning the whiteboard & vacuuming the floor if needed. A vacuum cleaner & cleaning equipment can be found in the storage cupboard by the bathrooms. Rubbish disposal is available, please discuss this at the time of your booking.

**When you make your booking** we will supply you with a copy of our Conditions of Hire, Health & Safety requirement's and a Room Hire Booking Form. You will be issued with a Key and an Alarm code if your booking is out of normal office hours.

**A First Aid Kit** can be found on the wall next to the bathrooms. **We have a No Smoking policy on and around our premises.** This applies to the building and surrounding areas, including our carparks. We support Smoke Free Aotearoa 2025.

## About Us

**Howick & Pakuranga Community Houses Incorporated (HPCH)**, operates two community houses in the Howick and Pakuranga areas; Highland Park and Anchorage Park Community Houses. The society is supported and funded by Auckland Council and the Howick Local Board to operate the two houses for the community and their surrounding areas.

The mission of HPCH is to provide venues and services to assist in the facilitation of community activities, including those that contribute to a holistic sense of well-being. We do this successfully by renting rooms in each of the houses and funding a number of community classes, including the very popular Defensive Driving courses held at Highland Park.

**Anchorage Park Community House** is situated at 16 Swan Crescent, Pakuranga, next door to Anchorage Park Primary School and only half a kilometre from Pakuranga Plaza.

The house has two rooms for hire and is the venue for a wide range of community support, recreational, art, and exercise groups including local church and spiritual meetings.

Room hire is available Monday to Sunday from 8:30am to 11.00pm.

Our office hours are Monday to Friday from 9:30am to 1:30pm.

We look forward to welcoming you to Anchorage Park Community House and hope you enjoy what we have to offer.



### ANCHORAGE PARK COMMUNITY HOUSE

16 Swan Crescent, Pakuranga, Auckland, 2010

**Bookings and enquiries: Telephone (09) 576 5381**

**E-mail: [donna@hpacommunityhouses.org.nz](mailto:donna@hpacommunityhouses.org.nz)**

**Web: [www.hpacommunityhouses.org.nz](http://www.hpacommunityhouses.org.nz)**



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# ANCHORAGE PARK COMMUNITY HOUSE

## Party Brochure

Children's Birthdays  
Baby Showers & Baby Reveal  
Family Get Togethers and Parties

# 2024



[www.hpacommunityhouses.org.nz](http://www.hpacommunityhouses.org.nz)

## ANCHORAGE ROOM Children's Birthday Parties



Maximum 50 people | 50 Chairs | 10 Tables  
 Kitchen facilities | Children's tables and chairs | White Board Blinds |  
 Heat Pump | Overhead decoration  
 Perfect space for parties, opens onto covered fenced deck & outside  
 play area with large sandpit and plenty of toys

### Play Areas



Under cover play area in case of wet weather



Safe fully fenced outdoor area with toys, including large sandpit

## PAKURANGA ROOM Perfect for Baby Showers



Maximum 50 people | 50 Chairs | 10 Tables  
 Kitchen facilities | White Board | Blinds | Air Conditioning  
 Perfect space for overhead party decorations  
 Full use of outdoor grass space for party activities, e.g  
 BBQ's and other party play



### Outdoor Space



Push chair and Wheel chair access.  
 Some grassed space available for BBQ's & small bouncy castles

## Party Room Hire 2024



All room hire pricing is charged **by the hour** and includes GST. Your room hire is charged from the time you setup, to the time it takes to finish packing up. Please ensure you give yourself enough time for this.

### Anchorage Room & play areas

*Perfect for children's birthday parties*

<b>Room hire charges per hour</b>	<b>\$50.00</b>
<b>Room Hire Bond</b>	<b>\$200.00</b>
<b>Party Rubbish Disposal</b> <i>if required</i>	<b>\$40.00</b>
<b>Party Clean-up</b> <i>if required</i>	<b>\$50.00</b>

### Pakuranga Room

*Perfect for Baby Showers, Baby Reveal parties.*

<b>Room hire charges per hour</b>	<b>\$50.00</b>
<b>Room Hire Bond</b>	<b>\$200.00</b>
<b>Party Rubbish Disposal</b> <i>if required</i>	<b>\$40.00</b>
<b>Party Clean-up</b> <i>if required</i>	<b>\$50.00</b>

**Please note:** Our premises are not available for 18th or 21st birthday parties

## Book a Party Room



Please feel free to give us a call to make a time to pop in  
 and check out what we have to offer.  
 If you have any questions, please do not hesitate to contact us.  
 09 576 5381 or email [donna@hpapcommunityhouses.org.nz](mailto:donna@hpapcommunityhouses.org.nz)



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