

Room Hire Information

- **Our rooms are wheelchair accessible.** We offer *one* disabled parking space in our carpark. Please ensure your guests or clients display their disabled parking certificate when using this space.
- **Included with your room hire and at no extra charge are** Trestle tables Chairs Whiteboards/Blackboards Kitchen Children's play area Children's toys
- **We have a well stocked First Aid Kit** available on site.
- **Air conditioning units** are installed in both rooms
- **A HeartStart Defibrillator and Survival Bag** are located in the office and are available during office hours - 9:30am to 1:30pm.
- **All charges for room hire** are per hour or part of an hour. All casual and party bookings must be paid in full, *two weeks* in advance, this includes the Room Hire Bond if required. All regular clients will be invoiced monthly, invoice to be paid by the 20th of the month.
- **Maximum number of guests** or clients per room hire agreement must not exceed the limit stated for each room. Room limits can be found in this brochure.
- **Please ensure the room is left tidy and clean** by packing up tables, stacking chairs, cleaning the whiteboard/blackboards and vacuuming the floor if needed. A vacuum cleaner and cleaning equipment can be found in the storage cupboard by the bathrooms. If you have a large amount of party rubbish you can pay for our rubbish disposal service or please take it home with you.
- **User Kitchens are available in each room** for use by all groups and guests and include a hot water tap, oven, fridge, microwave, dishwasher, cups and spoons. Please make sure you load the dishwasher and turn it on when you are finished.
- **Turn off all equipment** including the air conditioning unit, turn off lights, shut windows and lock exit doors if used.
- **Using the House out of office hours** requires a Key and Alarm code. This will be organised at the time of your room booking.
- **When you make your booking** we will supply a full copy of our Conditions of Hire, our Health & Safety requirements and a Room Hire Booking Form to fill in and sign.
- **We have a No Smoking policy on and around our premises.** This applies to the building and surrounding areas, including our car-parks. 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 wellbeing. We do this successfully by hiring out rooms in each of the houses and funding a number of community classes including our very popular, Defensive Driving courses.

Anchorage Park Community House can be found at 16 Swan Crescent, Pakuranga, directly next 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.

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

Web: www.hpacommunityhouses.org.nz



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ANCHORAGE PARK COMMUNITY HOUSE

ROOM HIRE

2024



www.hpacommunityhouses.org.nz

Rooms for Hire

Pakuranga Room



This room is ideal for meetings, workshops, courses, baby showers, hobby classes, parties and family get togethers. The room is perfect for over-head party decorations.

Max 50 people | 50 chairs | 10 tables | Fixed Whiteboard

Data Projector Screen | User Kitchen | Hot water zip | Blinds | Heat Pump



Anchorage Room & Fenced Play Areas



This room is suitable for children's parties, pre-school groups & family gatherings. Full kitchen facilities included. Supplied with children's chairs, tables and toys. Covered fenced deck flows onto a fully fenced safe play area with sandpit, play equipment, slide and toys.

Max 50 people | 50 chairs | 12 tables | Whiteboard

Data Projector Screen | User Kitchen | Hot water zip | Blinds | Heat Pump



Room Hire

Price List 2024 22/12/2023



All room hire prices are charged **by the hour** and include 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.

A room hire bond maybe required depending on the type of room hire required. All bond payments will be returned within 7 days of completion of your room hire.

Pakuranga Room

Business

Businesses & profit making groups

\$35.00

Parties

Parties, Birthday Parties, Baby Showers, Baby Reveal etc.

\$50.00

\$200.00

Pakuranga Room

Community Hire

Non-profit and community groups

\$20.00

Room Bond if applicable

\$200.00

Anchorage Room & Play areas

Business

Businesses & profit making groups

\$35.00

Parties

Parties, Birthday Parties, Baby Showers, Baby Reveal etc.

\$50.00

\$200.00

Anchorage Room & Play Area

Community Hire

Non-profit and community groups

\$20.00

Room Bond if applicable

\$200.00

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



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