



WAIKATO INNOVATION PARK

WAIKATO  
INNOVATION  
PARK  
GROWING TECHNOLOGY BUSINESS  
ENTRANCE

**RUAKURA CONFERENCE CENTRE  
HIREAGE INFORMATION**



**WAIKATO INNOVATION PARK**  
GROWING TECHNOLOGY BUSINESS



## LOCATION

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### **Address location**

Ground Floor  
SkyPoint Building  
3 Melody Lane  
Hillcrest  
Hamilton 3216

### **Room location**

As you walk in the main entrance, through Park Central and past Weave Eatery, the Conference Centre is on the left down the hallway. Please see attached building map.

### **Postal address**

PO Box 9466  
Waikato Mail Centre  
Hamilton 3240

## AMENITIES

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### Carparking

Ample free parking is available on site within 2 minutes walking distance of the venue. Attendees are asked to park in the south carpark off Waihanga Lane as indicated on the Park map.

### Accessibility

There are wheelchair accessible carparks next to the SkyPoint Building, off Waihanga Lane.

### Bicycle racks

Bicycle racks are available at the Park.

### Toilets/showers

Bathroom facilities are available next to the Conference Centre. Additional toilets and showers are available on the ground floor of the Gallagher Building.

### Break out spaces

Casual break out spaces are available outside the Conference Centre in Park Central and the adjacent courtyard.

### Furnishings

Included in the hireage is the following furniture (IT and kitchen equipment is listed separately below):

#### Tables

- Foldable rectangle tables on locking castors
- 1800mm x 800mm
- Quantity available: 18

#### Chairs

- Padded seat on steel frame
- Quantity available: 80

### Cafe & Catering

Weave Eatery are located beside the Conference Centre.

## THE TEAM

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Mobile: 022 364 8016

Phone: 07 857 0500

Email: [events@wipltd.co.nz](mailto:events@wipltd.co.nz)

## CHARGES AND PAYMENT

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Full payment is required 7 days following invoice date.

Cancellation Clause: *If the booking is cancelled less than 12 working days from the event date you will be charged 30% of the room booking fee.*

## SIGNAGE

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The room is well signposted from all entrances to the SkyPoint Building. The hirer is welcome to install temporary signage outside the entrance to the Conference Centre or by arrangement elsewhere. It is important the any signage does not create a hazard to tenants and visitors to the Park.

## ROOM SPECIFICATIONS

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### Room Floor Plan

The room is an open plan space with a kitchen.

### Capacity

The maximum capacity for the room is 80 people.  
It is important that this number is not exceeded due to emergency evacuation obligations.

### Hours available

The Park hours, where services are available, are 8am to 4pm Monday to Friday. Access to the Conference Centre is from 7.30am to 5.30pm. If the room is not already unlocked you will need to see someone in the Management Office (beside Weave Eatery).

### Cleaning

The hirer is responsible for leaving the room in a tidy state upon completion. Normal cleaning is included in the daily hireage cost. However, excessive soiling that requires additional cleaning will be charged to the hirer.

### Layout options

The room may be arranged to suit your requirements.  
Popular layout options are as follows:



**Theatre:** 80 person capacity (maximum)



**U-Shape:** 24 person capacity



**Class Room:** 30 person capacity



**Board Room:** 30 person capacity

## CATERING

The catering options are as follows:

### Self Catering

Access to the kitchen facilities is provided, with use of the facilities listed below. This is ideal for those wishing to provide their own catering and clean up after themselves, if the kitchen is not left how it is found there will be an additional fee of \$50 +GST charged.

### Kitchen facilities:

- Boiling water tap
- Bar Fridge
- Dishwasher
- Sink
- Filtered water
- 12 x glass water jugs
- 50 x glasses
- Paper and plastic cups
- 4 x white platters
- 50 x side plates
- Small amount of cutlery
- 2 x AirPots (for boiling water)

### Catering

Weave Eatery - onsite Cafe  
[catering@weaveeatery.co.nz](mailto:catering@weaveeatery.co.nz)

### Beverage service

Arrival tea & coffee can be available for delegates as well as water on the tables if requested. We require all dishes to be put into the kitchen at the end of your booking, the Conference Center needs to be kept 'as it was found'.





## AUDIO VISUAL SERVICES

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### Equipment

- Audio
- Data projection
- Video conferencing

## INTERNET SERVICES

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- Wi-Fi
- Hardwire Internet
- Technical Support

Please advise if you need technical support prior to your booking so we can ensure support is on hand.

We recommend you book a test of the IT equipment prior to your function as it is the responsibility of the hirer to ensure their IT equipment is functioning correctly.

## HEALTH & SAFETY

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The Waikato Innovation Park is committed to providing and maintaining a safe and healthy working environment for its employees, visitors, contractors and others.

The Health & Safety expectations of the facilitator are as follows:

- Be responsible for the health & safety of its delegates/attendees
- Be aware of the emergency evacuation plan
- Advise the delegates/attendees of the:
  - Evacuation procedure in the case of an emergency
  - Location of the first aid kit and defibrillator
  - Procedure in the case of a Health & Safety accident or incident.

In the event of an emergency evacuation, please ensure delegates/attendees are directed to the grassed area between the Gallagher and SkyPoint buildings. The AED defibrillator is located outside the Management Office in the Park Central area. A first aid kit is located in the Management Office.

Facilitators are also asked to report any incidents or accidents to the Event Manager.

↑ TO AGRESEARCH CAMPUS

RUAKURA LANE

MELODY DAIRIES

NZ FOOD INNOVATION WAIKATO

TETRA PAK BUILDING

VISITOR PARKING

RESERVED PARKING  
CRY BUILDING

90MIN VP

MELODY LANE

RESERVED PARKING

90MIN VISITOR PARKING

TENANT & VISITOR DAY PARKING

SKYPOINT BUILDING  
RUAKURA CONFERENCE CENTRE  
GALLAGHER BUILDING

90MIN VP

GREENLEAF FRESH

90MIN VISITOR PARKING

RESERVED PARKING

WAIHANGA LANE

TENANT & VISITOR DAY PARKING

← TO CITY CENTRE TO WAIKATO UNIVERSITY →

RUAKURA ROAD



Waikato Innovation Park Ltd  
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027 364 8016  
07 857 0500  
events@wipltd.co.nz

[WWW.WIPLTD.CO.NZ](http://WWW.WIPLTD.CO.NZ)