

NZDA House Room Hire

Pricing & Information

2025



Board Room

Perfect for smaller gatherings, board meetings or presentations.

Boardroom style – 14 pax

U shape style – 18 pax

All Day Hire 8.00am – 5.00 pm	\$ 425.00
Half Day Hire - 8.00am – 12.00pm OR 1.00pm – 5.00pm	\$ 240.00
Evening Booking - from 5.00pm onwards	\$ 240.00

Includes:

- Wi-Fi
- 70-inch wall mounted computer screen which can be wirelessly connected to a laptop
- Tables and chairs
- Whiteboard with pens and eraser
- Kitchenette access
- Exclusive use of two toilets
- Carparking - Exclusive use of 12 car parks available including one mobility parking space

**Please note that the Board Room is up a flight of stairs and there is no elevator.*



Seminar Room

Perfect for larger groups and a variety of different set ups. The separate breakout room attached, and onsite full kitchen attached means you can cater with ease.

Theatre style – 120 pax

Classroom – 40 pax

U shape – 26 pax

All Day Hire 8.00am – 5.00 pm	\$ 770.00
Half Day Hire - 8.00am – 12.00pm OR 1.00pm – 5.00pm	\$ 450.00
Evening Booking - from 5.00pm onwards	\$ 450.00

Includes:

- Wifi
- Data projector and screen
- Lectern
- Microphone
- Built in sound system
- Whiteboard with pens and eraser
- Tables and chairs
- Full kitchen access
- Separate breakout room
- Exclusive use of four toilets
- Carparking - 12 car parks available including one mobility parking space



Suggested Caterers

Cook and Butler

www.cookandbutler.co.nz

Little Wolf

www.littlewolfcatering.co.nz

Eden Catering

www.edencatering.co.nz



**New Zealand
Dental Assoc.**

Booking Form

I would like to book:

Board Room

Seminar Room

Booking details

Date of booking: _____

Name of course/booking: _____

Onsite contact person and phone number: _____

Approx. number attending: _____

Arrival time: _____

Departure time: _____

Invoice details

Invoice to be sent to:

Company name _____

Address _____

Contact person _____

Email address _____

Contact number _____

I have completed the necessary forms to complete my booking:

Booking form

Signed T's & C's



**New Zealand
Dental Assoc.**

Room Hire Terms & Conditions

1. Agreement

This agreement is made between the New Zealand Dental Association (NZDA) and 'the Client' as a booking confirmation for rooms at NZDA House 1/195 Main Highway, Ellerslie Auckland.

2. Payment and confirmation of booking

A non-refundable 50% deposit is required at least four weeks prior to the booking date to confirm the booking (unless otherwise notified). Bookings will not be confirmed until the deposit and signed terms and conditions are received by NZDA.

The remainder of the booking fee and any additional charges incurred will be invoiced post event.

3. Cancellations

All cancellations must be submitted in writing to NZDA. In the event that your booking needs to be cancelled the following conditions may apply at the discretion of NZDA;

- **Notice of 4 weeks or less – 7 days:**
Will incur a cancellation fee up to 50% of the room hire fee. Deposit will not be refunded.
- **Notice of 7 days or less:**
May incur a cancellation fee up to 100% of the room hire fee.

4. Changes and/or Time Extensions

Changes may be permitted subject to availability. If requested date changes are not within 4 weeks of the original date booked this may be treated as a cancellation.

Timings related to the booking will be included on the Booking Form. NZDA reserves the right to apply a charge for each additional hour exceeding the agreed finish time.

5. Room set-up

It is 'the Client's' responsibility to set the room up in the format they require and pack it down again at the end of the event.

An additional fee of \$90 (excl. GST) will be incurred if the room is not left in a state of readiness for next use.

6. Catering

'The Client' agrees to organise or supply their own catering and refreshments. A list of suggested caterers is contained within the Room Hire Pack.

The Seminar Room offers full kitchen facilities with the following equipment available for use:

- Double fridge
- Dishwasher
- Oven/Stove
- Microwave
- Cups and saucers
- Plates
- Glasses
- Wine glasses
- Cutlery
- Coffee plungers
- Hot water jugs
- Milk jugs
- Water jugs
- Hot water zip
- Sink

The Board Room offers a kitchenette with the following equipment available for use:

- Bar fridge
- Sink
- Kettle
- Cutlery
- Cups and saucers
- Plates
- Glasses
- Wine glasses
- Coffee plungers
- Hot water jugs
- Milk jugs
- Water jugs

If using the Seminar Room kitchen or Board Room kitchenette, the Client or their contracted caterer agrees to leave the kitchen as they found it when they arrived. All dishes must be cleaned and put away, rubbish put in the bins provided and all surfaces and appliances wiped down.

An additional fee of \$90 (excl. GST) will be incurred if the kitchen is not left in a state of readiness for next use. All breakages should be left on the bench and must be paid for. Any missing items must be paid for.



7. Damages

In the event of any damages to NZDA House or NZDA property 'the Client' accepts liability where due and payment for any such damages. NZDA accepts no responsibility or liability for any damage, theft or loss of property and/or goods brought to or left at NZDA House by 'the Client' or their attendees.

8. Building Complex Gate

Clients using the premises after gates to the complex have closed (6pm), are to use the code provided to open the entrance gate for their attendees. Refer to the Entry & Exit Instruction provided.

Gates are to be held open using shields supplied by NZDA to 'the Client'. Shields will be provided to cover the gate sensors, which will allow the gate to remain open for the duration of an afterhours event.

Shields MUST be removed once attendees have left the premises.

Note: Turning the gates off or overriding the timing mechanism will corrupt the sensors and incur cost from the Body Corporate, these charges will be passed on from NZDA to 'the Client'.

9. NZDA House

- Room must be left clean and tidy upon completion of hire.
- All room equipment used must be switched off including but not limited to; air conditioning, data projector and screen, speakers, AV control unit, oven, stove, dishwasher and hot water.
- ALL lights must be switched off and doors locked.
- Gate shields must be removed from gate sensors once attendees have left the premises, before 'Client's' departure.
- NZDA House must be secured and alarmed upon departure of 'the Client'.
- Building keys must be left in 'drop box' provided for NZDA collection.
- All this is outlined in the Entry and Exit Instructions, provided to the client at the time of booking.

10. After Hours Use

Any client using NZDA rooms after 5pm must adhere to the above points (8 - 9) and follow the entry and exit instructions provided by NZDA. At the completion of an event, should the NZDA building not be secured properly 'the Client' will be on charged by NZDA any costs incurred as a result of this.

11. Client Charges

In the event that any goods and/or property are damaged or stolen from NZDA House, or if any of the following should occur 'the Client' may be found liable for any costs incurred to NZDA which will be payable immediately;

- **Damages or Theft:** Any costs incurred by NZDA will be on-charged to 'the Client'. 'The Client' agrees to check and sign an equipment register produced by NZDA confirming that all room equipment listed is available for use at the time of hire. Should any item that has been signed for not be present at the conclusion of the event replacement costs will be on-charged to 'the Client'.
- **Loss of Keys:** Should 'the Client' misplace any NZDA building keys a cost of \$125 will be charged.
- **Cleaning Fee:** Any excess cleaning requirements after an event may incur costs up to \$90.
- **Gate Fee:** Should there be any problems with the gate mechanism/sensor charges up to \$500 may be incurred
- **Alarm Call Out:** In the event 'the Client' does not alarm the building a call out fee up to \$100 will be on-charged
- **NZDA Call Out:** In the event an NZDA staff member needs to be called out charges of up to \$100 will be incurred

12. Force Majeure

Neither party may be held to be in breach of these terms and conditions for any act, omission or circumstance due to an event beyond their control, which that party could not have avoided with a reasonable effort. Providing it advises the other party in detail and in writing, as soon as possible after the occurrence of the said event and that it takes reasonable steps to remedy the situation quickly and remove the cause of those acts, omissions or circumstances. These can include but are not limited to; fire, flood, earthquake, storms, typhoons, explosion, action of the elements, acts of god, war, declared or undeclared, riots or civil disturbances, governmental restriction, accidents, epidemics, strikes, lockouts and/or work stoppage.





13. Advertising

Prior permission is required to use NZDA's name and/or logo in print, and/or audio-visual display. All proposed artwork must be approved by NZDA prior to publication.

14. Building Complex

By completing these terms and conditions 'the Client' not only agrees to treat all NZDA staff and property respectfully but also agrees to treat the property and staff of all other companies/tenants located within the building complex situated at 195 Main Highway, Ellerslie with courtesy and consideration.

15. Parking

NZDA has allocated parking which may be used if available during and/or after office hours. 'The Client' will not use any car park not allocated for NZDA use during the hours of 7am to 6pm. Should excess car parking be required either during or after office hours, an offsite car park can be located behind the Ellerslie Domain. If you have a large group of attendees and require this excess parking, please contact NZDA for directions.

16. Health and Safety

'The Client' and all visitors must comply with the requirements of the Health and Safety at Work Act 2015. Making sure they obey all reasonable instructions and signs whilst on site to ensure that their actions create no hazards to people or property. This includes but is not limited to: following the instructions of NZDA staff, keeping fire exits clear, making sure all electrical equipment is safe, and taping down all electrical cords with non-marking tape. In event of fire or emergency, please vacate the building immediately on hearing the fire alarms. The emergency evacuation assembly area is on the footpath outside the main gate.

I have read and accept the above Terms and Conditions

Name _____

Organisation _____

Date of Event _____

Signature on behalf of client _____

Date signed _____