

Training & Meeting Space Proposal

Location: 101 Molesworth Street, Wellington

1. Overview

This proposal outlines the availability and use of our flexible training and meeting spaces, designed to accommodate a range of professional, educational, and corporate activities.

Our venue offers a practical, well-equipped environment suitable for training sessions, workshops, meetings, counselling, and small events. We are trainers ourselves as a NZQA Accredited PTE we understand and know what trainers face, and we are setting this up to mean you only have to bring your training content (not even an HDMI it is there!).

Our venue has lift access or stairs to level 1 and has an accessible toilet and other toilets for use. It has heaters and the windows all open – meeting all NZQA requirements for personal care.

It is quiet – not street facing and is light and airy.

We are flexible and happy to collaborate with you to suit your needs.

2. Spaces Available

2.1 Training Room (38 sqm) \$220.00 INC ALL DAY ANY PART OF DAY

- Setup: Lecture-style (but tables can be moved into different set ups easily)
- Capacity 18-20
- TV 65# HDMI
- WIFI
- Whiteboard
- Ideal for:
 - Training sessions
 - Workshops
 - Presentations



2.2 Meeting Room (23 sqm) \$150.00 INC ALL DAY ANY PART OF DAY

- Suitable for:
 - Small group meetings
 - Breakout sessions
 - Interviews or private discussions
 - Capacity 10-12
 - TV 65# HDMI
 - White Board



2.3 Lounge / Breakout Area (22sqm) \$50.00 INC ALL DAY ANY PART OF DAY

- Informal seating space -- Comfy for one-on-one conversations
- Couch (3-seater) Armchairs (2) Coffee table
- 32 Inch TV
 - Suitable for: Breaks
 - Networking
 - One on One Counselling



2.4 Kitchen

- Provided for all bookings but can be also used as breakout room.
- Included with all bookings no extra charge.

2.4 Full Venue Hire (124 sqm) \$265.00 ALL DAY AND ANY PART OF DAY

- Exclusive use of:
 - Training room
 - Meeting room
 - Lounge area
- Ideal for:
 - Full-day training programmes
 - Multi-room workshops
 - Events requiring breakout sessions.

3. Included Facilities & Services

All bookings for any of the rooms or combination include access to:

- Access Codes and instructions on booking
- 65-inch HDMI-enabled TVs in the meeting room and the training room, a 32inch in the lounge area.
- Wi-Fi access
- Accessible toilet facilities
- Tables and chairs (flexible layout – can be moved as required)
- Kitchen (Can also be used as a breakout room)
 - Fridge
 - Microwave
 - Sink
 - Rubbish Bin
 - Coffee machine Drip Filter
 - Boiling Jug
 - Coffee/Tea/Milk
 - Kitchen table/4 Chairs

4. Services for all bookings

- Coffee provided – drip filter coffee machine
- Tea Options
- Milk in Fridge
- Sugar
- Cups and sauces

5. Access & Availability

- Standard access: Weekdays 8am to 7pm Front door to building open and code access to training room.
- Weekend access: 8am to 7pm. Front door to building requires Code Access or Card and people must be let in.
- Entry via secure access to the training room and is required for building (details provided prior to booking)
- Parking in the area – coupon parking very close, Wilson Carparks on Hill St, Cathedral Carpark (ParkMate)
- Parking on the weekend – easy coupon parking no coupon required
- Building is easy to find and get to – close to motorways, close to railway station and bus hub

5. Pricing Options

5.1 Individual Space Hire

- Training Room (38 sqm): \$[220] half day / full day
- Meeting Room (23 sqm): \$[150] half day / full day
- Lounge Area (23 Sqm): {\$50.00} half day/full day

5.2 Combined Use Options

- Training Room + Meeting Room: [\$250.00]
- Full Venue Hire (124 sqm): \$[265.00]

5.3 Additional Charges

- Cleaning fee: \$35.00 if required and deemed necessary.

6. Client Undertakings (Terms of Use)

All hirers agree to:

- Use the premises respectfully and for agreed purposes only!
 - Ensure all attendees behave in a professional manner.
 - Leave the space in a clean and tidy condition.
 - Return furniture to original layout (unless otherwise agreed)
 - Clean and tidy all tea/coffee areas after use.
 - Remove all rubbish or place in designated bin in the kitchen.
 - Report any damage or issues immediately.
-

7. Cleaning & Reset Requirements

- Basic cleaning is expected from all users:
 - Wipe down surfaces.
 - Wash and return cups/utensils.
 - Dispose of rubbish.
 - A cleaning fee may apply if:
 - The space is left excessively untidy.
 - Additional cleaning is required.
-

8. Booking & Contact

To confirm a booking or discuss your requirements:

- Phone: 021903602
 - Email: s.thompson@innovative.ac.nz
 - Website: www.innovative.ac.nz
 - Book training room online at [Room Booking Landing Page - Innovative Hospitality](#)
-

9. Acceptance

Acceptance of this proposal confirms agreement to the terms, pricing, and conditions outlined above.

Name _____ Organisation _____

Sign: _____ Date _____

Whole Premises Training Room Meeting Room Lounge