



Capacity 200

Located in the heart of Civic Square the City Gallery holds Wellington's focus for contemporary visual arts, design and architecture.

- Adam Auditorium — 135 seat auditorium can be hired for \$500/hour. Daytime hire charge capped at 3 hours.
- Hancock Gallery/foyer — 120 seat dining or 200 cocktail experience surrounded by City Gallery's latest contemporary art exhibition. Venue hire \$1,500.
- Reading Area — unique cocktail space on level one of City Gallery — capacity 80. Venue hire \$800.
- Ask about guided tours of City Gallery's latest exhibitions and viewing of function spaces.



Capacity 400

Located in the heart of Civic Square, this multi purpose facility offers a blank canvas for event organisers.

- The Main Floor — 521 square metres to theme and dress. Huge space for 400 cocktail or 250 seated. Venue hire \$1,000.
- McKenzie Theatre — stage a production or presentation for 110. Venue hire \$500 per day.
- Ask about team building technology workshops and viewing of function spaces.



Museum of Wellington City and Sea



Capacity 350

Located in Wellington's historic Bond Store building on Queens Wharf this venue allows for immersion into Wellington's past, present and future.

- von Kohorn Room — 1920s decor for up to 130 cocktail guests or 60 seated for a classic dinner. Venue hire \$800.
- Todd Foundation Room — a newly refurbished space ideal for team meetings and training. Venue hire \$500.
- Museum of Wellington City & Sea — hire the entire museum, 3 floors of entertainment, for up to 350 guests. Venue hire charge based on event.
- Ask about the Tall Screen for presentations and viewing of function spaces.



Cable Car Museum



Capacity 90

Located at the top of the cable car, this unique venue boasts one of the best views in town within a botanic garden setting.

- Cable Car Museum — 90 cocktail capacity over two levels of exhibition space overlooking Wellington city. Venue hire \$600.
- Ask about guided tours of the museum and viewing of function spaces.



Colonial Cottage Museum



Capacity 40

Located near the top of Cuba Street this original settlers' cottage and new Visitors Centre is the perfect setting for away-days.

- Visitor Centre — located beside the Colonial Cottage this informal space is ideal for team meetings or small gatherings — kitchen facilities for self-catering and access to garden available. Venue hire \$500.
- Ask about guided tours of Wellington's oldest residential building, a barbecue in the historic garden and viewing of function spaces.



CARTER OBSERVATORY  
TE ARA WHANGUKI TE KANGI



Capacity 160

Located at the top of the Botanic Gardens, Carter Observatory is New Zealand's place for space.

- Pelorus Trust Planetarium — a unique dining experience that offers fly through tours of the night sky on dome theatre screen. Venue hire \$3,500.
- OMV Exploration room — a large, airy room with lots of natural light, overlooking the Botanic Gardens. Great for meetings of up to 60 seated theatre style. Venue hire starting from \$500.
- Evening option — cocktails with exclusive use of the Carter facility, bespoke shows, etc. Suitable for 160 guests. Venue hire \$1,800.

*Venue hire charges stated are valid until 31st March 2012 and exclude GST  
Additional fees apply for security, hosts, cleaning and hardware — confirmed at enquiry*



## Venue Hire Check list

- Room Hireage
- Room layout and seating style
- Access time for room set up
- Does your event need natural light
- Is there air conditioning
- Do you need breakout rooms
- Location of your event – access to central city, etc
- Parking availability
- Accommodation requirements
- Location map
- Is a rehearsal required
- Invitations
- Signage
- Name tags or badges
- Place cards for tables
- Conference handouts
- Additional equipment required – projector, flipcharts, etc
- Stationary
- Branded merchandise
- Sound system
- Menus
- Morning and afternoon tea
- Special dietary requirements
- Arrival of refreshments
- Security
- Cancellation policy



## Proposed Budget

Venue	Notes	Quoted amount ex GST
Venue Charge		
Staffing		
Security		
Hardware		
Other		
Sub Total		
<b>Caterer</b>		
Food 1		
Food 2		
Beverage		
Staffing		
Hardware		
Delivery		
Other		
Sub Total		
<b>Hardware - Other</b>		
AV equipment		
Banners		
Accommodation		
Transport		
Speaker		
Design		
Stationary		
Awards		
Flowers		
Handouts		
IT Requirements		
<b>Total</b>		<b>\$</b>