

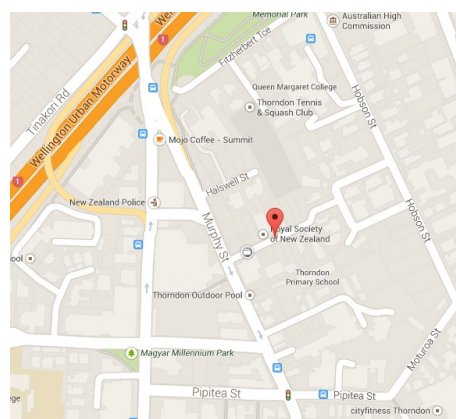
Facilities hire

Royal Society Te Apārangi provides new (2012) purpose-built meeting and conference facilities that are ideal for a variety of corporate events, from small meetings to all-day workshops and seminars. The building is conveniently located in Thorndon and is built to state-of-the-art earthquake-proof standards. Each room offers natural light and pleasant surroundings. Our capable and helpful team will assist you to ensure a successful function.



Location map

We are located at 11 Turnbull Street, Thorndon, Wellington.
(A 5-10 minute walk from train and bus stations and with easy access from the motorway onto Murphy Street).



Parking

On weekdays there is **no** onsite parking available.
 There is metered street parking on Murphy Street.

Room sizes, capacity and hire rates

Rooms are hired at an hourly rate. Standard hours of hire are 8.30-4.30.

A minimum hire of 3 hours applies to all bookings.

See the table below for areas and capacity. Please contact our facilities coordinator to discuss capacity if catering is included.

The lecture theatre is situated on the ground floor with air-conditioning, built in projectors and screens in three positions, hearing loop, wheelchair access and can be opened onto an external garden courtyard.

The Whare Hui rooms are situated on level 1 with both stair and lift access. These rooms are air-conditioned, offer fixed whiteboards/projection screens with floor hubs for electronic equipment. The individual rooms can be opened to form one larger room if required.

The third meeting room on the ground level is ideal for conferences, meetings and cocktail functions. It includes an interactive presentation panel.

Room	Area m ²	Theatre	Classroom	Cocktail	Boardroom	U shape	Banquet	Per Hour Rate (GST excl)
Capacity / Number of people (may be less if catering required)								
Aronui Lecture Theatre	180	150	80	165	50	35	80	\$200
Whare Hui 1	40	-	-	-	16	-	-	\$80
Whare Hui 2	40	-	-	-	16	-	-	\$80
Whare Hui (Whare Hui 1&2 joined up)	80	-	-	50	20	-	-	\$160
Kete o te Wānanga	100	40	30	50	25	18	-	\$170

Room layout options



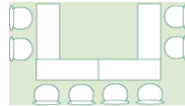
Theatre style



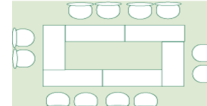
Semi circle



Herringbone



U Shaped



Boardroom



Classroom/Cabaret

Audiovisual facilities

Fully integrated audiovisual facilities are available to cater for most requirements.

Additional items for hire:	Minimum charge (up to 3 hrs) (GST excl)	Over 3 hrs (GST excl)
PC package (includes the use of laptop computer, pointer, data projector and screen or interactive presentation panel)	\$70	\$100
Electronic whiteboard	Included	
Whiteboard	Included	
Wireless internet access	Included	
Teleconference unit (direct costs including technician time will be on charged if RSNZ teleconference facilities used)	\$20	\$40
Videoconference unit (direct costs including technician time will be on charged if RSNZ videoconference facilities used)	\$100	\$150
Lectern with microphone	\$25	\$40
Handheld/lapel microphone	\$25	\$40
Flipchart stand and paper	\$25	\$40
Pad/pens	\$1 per person	
Technical assistance will be charged at \$100 per hour		

Catering

We are happy to organise this for you for morning/afternoon teas and lunches.

We work closely with several very experienced and professional catering companies who are familiar with the facilities available.

You must advise us if you arrange your own caterers. Note - facilities are not available for food preparation or heating.

Refreshments	
Tea / coffee	\$5 per person (up to 3 hrs) or \$10 per person over 3 hrs
Service Charge	\$2 per person (for usage of RSNZ crockery for catering only orders)
Water	Included
Mints (if requested)	No additional charge

Bookings

To check availability, please email: rooms@roysociety.org.nz. or phone reception 04 4727421 to discuss.

We look forward to hearing from you, and working with you to ensure the success of your function.