

Monday 30 September 2019

~~Chairperson~~ *ALAN WHEATLEY*
Waipapa Hall
Alan.Wheatley@fndc.govt.nz

Dear Alan

Please note that as part of the Council's 2015 Halls and Facilities strategy (attached), there is an expectation that the hall committee will submit to Council information pertaining to the previous year's use of the hall, that is for the period 1 July 2018 to 30 June 2019.

This is also an opportunity to ensure Council has the correct contact details of the hall and its committee members.

We would appreciate it if a representative of the committee could complete the below table.

Please provide this information, in full, to Council by Friday 29 November 2019. This will allow staff time to prepare and report your hall information to your local Community Board in early 2020.

HALL DETAILS	
Physical address:	Waipapa Loop Rd, Waipapa
Postal address:	75b Kerikeri Inlet Rd, Kerikeri, 0230
Phone number:	021 533 269
Email address:	thebigws@inspire.net.nz
Website:	Waipapa hall
Other:	

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
Chairperson	B Considine		barry.considine@extra.co.nz	021 143 1446
Treasurer	A Wheatley	75b Kerikeri Inlet Rd	thebigws@inspire.net.nz	021 533 269
Bookings	B Holmes		B.holmes@home.extra.co.nz	021 066 3598
COMMITTEE/WEB	A Mulder		AMULDER@YHWN.CO.NZ	027 3788 919

Please feel free to update on the reverse of this or add another piece of paper

COMMITTEE MEETING DETAILS	
How often does the Committee meet annually?	ANNUALLY 6 TIMES PER YR.
How often did the Committee meet in 2018/19?	6

HALL INFORMATION 2018/19	
Usage Data	
Number of bookings:	403
Number of users:	21
Type of use	
Community (regular users):	13
Casual (one off):	8
Commercial:	-
Hire rates (per hour)	
Community:	REGULARS \$10 PER HR + NET DEPOSIT \$120
Casual:	\$20 PER HR. + BOND \$290.00
Commercial:	- \$20 PER HR. " \$200.00
Other:	
2018/19 Financial Statement	
Attached: yes / no	PREVIOUSLY SUBMITTED
BWOF	<input checked="" type="radio"/> Yes <input type="radio"/> No Expiry Date: 28/3/2020
Insurance - Contents	Yes <input checked="" type="radio"/> No <input type="radio"/> Value:
Improvements completed	
Maintenance completed	
FLOOR OF MAIN HALL GETS SANDED & POLYURETHANE APPLIED APPROX EVERY 5 YRS CLEANER DOES REGULAR CLEANING EACH WEEK & EVERY 3 OR 4 YRS LIGHTS & CEILINGS GET FULLY CLEANED.	
Other:	
CHAIRS ALSO GET CLEANED EVERY 2 OR 3 YRS	

Council is also improving its website content, and we would like to provide a basic description of what the hall can be booked for and how to make a booking etc. If you could provide information about the following, which we believe will help potential hall hirers that would be much appreciated:

Hall / meeting room details and capacities e.g.: Main hall – 250 pp	MAIN HALL 120 PEOPLE SMALL HALL 15 "
Kitchen facilities	SM KITCHEN FOR REHEATING OF FOOD ONLY
Toilets	DIS-ABLED, M & F
Disabled access	YES
Parking	YES CNR PARK SIGN GETS VANDALISED
Furniture available	APPROX 120 CHAIRS. " 10 TABLES
Other facilities / assets available e.g.: stage, lighting, heating	SMALL STAGE AVAILABLE HALL HEATING NOT GOOD & NEEDS UPGRADING TO HEAT PUMPS.

Thank you for providing the requested information, please return in the envelope provided or email to districtfacilities@fndc.govt.nz

Should you have any further queries please contact me P: 0800 920 029.

Yours sincerely



Ngawaiata Harris
District Facilities Support Staff