



Morrinsville Events Centre User Guide

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Section 1: Facility details

Morrinsville Events Centre is a multi-purpose events centre. Two sports courts, a function room with lift access, and two meeting spaces are available for community/commercial hire. The upstairs function room provides with lift access, kitchen and bar facilities, and is available to hire for functions, meetings or parties.

Bookings are now made through www.spacetoco.com

Support can be provided by either the Morrinsville Events Centre administrator (Ewen Gardner 0274 484 60, morrinsvillestadium@gmail.com) or the MPDC events team (events@mpdc.govt.nz).

NB. There are no permanent MPDC staff members on site at the Events Centre.

Morrinsville Events Centre

Address: Ron Ladd Place, Morrinsville

Hours: Available for hire seven days a week between 6am and midnight

Sports hall: 600 total people in the entire facility including upstairs meeting room and lounge

Upstairs function room: 105 people standing (80 comfortably around tables)

Chairs available: 240 **Round tables available:** 20 **Trestle style tables:** 15

Bond

No alcohol served	\$200
Alcohol served	\$1000

NB. Bond waived if making 10 or more bookings per year. Bookings/payments must be made in a single transaction.

Optional Extras and Additional Fees

Projector and screen
Tea, percolator coffee, juice
Tablecloths
Lectern
Stage
Carpet tiles - 1 court (required for all non-sport events on the courts)
Carpet tiles - 2 courts (required for all non-sport events on the courts)
Rubbish removal
Set up and pack up/Event Facilitator assistance
Cleaning - if required/where the venue is left in an unsatisfactory condition (e.g. dishes left in kitchen, significant rubbish left behind, decorations left in place)
Security - council may require large or high risk events to have security guards present for the event and pack up
Spectator fee - council has the option to add a spectator fee to events where ticket or door sales are sold. This fee is to cover additional cleans during event (e.g. cleaning toilets, emptying bins)

Replacement/loss of access card
Damage to facility
Extract carpet clean
After hours call out (e.g. insecure building). Only charged when user is at fault

The full list of current fees and charges can be found on our website at mpdc.nz/fees-and-charges, or jump straight to the Community Venues page [here](#).

Please note that there are varying rates depending on whether the hirer is casual, regular, commercial, or non-commercial. To qualify for the non-commercial rate, your group must fit within the following definition:

Not for profit organisations, individuals, clubs or those involved in public health or wellbeing, social advisory or rehabilitation services, sports or recreational activities, public amenities or recreational facilities, the protection or enhancement of the environment, the protection of human life, the relief of poverty, the advancement of education (eg schools) or religion, animal welfare, public works or services, the efficiency of the armed forces.

You can read more about these definitions in our fees and charges document [here](#).

For further assistance or to book any of these items please contact the MPDC Events and venues team at events@mpdc.govt.nz, or by calling 07 884 0060.

Section 2: Booking the Facility

Bookings are now made through www.spacetoco.com

Support can be provided by either the Morrinsville Events Centre administrator (Ewen Gardner 0274 484 60, morrinsvillestadium@gmail.com) or the MPDC events team (events@mpdc.govt.nz).

NOTE: All bookings must be able to pay via credit/debit card or direct debit using GoCardless. No invoices will be generated by Matamata-Piako District Council (MPDC) however, user groups can print an invoice and or receipt from SpacetoCo for evidence of amount charged/paid.

When making a sports hall booking please note your booking time is charged from when you activate the lights to the stadium. For the upstairs lounge and meeting room the booking time is charged from when you enter the facility until when you close the doors. You must allow for any set up, pack down and clean up time in your booking.

Access to the facility

Upon confirmation of your booking you will be given an access code via text within 3 days of your booking date. That needs to be input into the front entrance door of the facility. Regular users will be provided with Mobile Credential access. There is an alarm onsite and will be deactivated when the pin number is used. An Allied security guard regularly checks this facility. Contact 0273255435 for the guard on duty.

Lights

Court lights will automatically go on once users have activated when the pin code or Mobile Credential are used on the front door pin pad. They will stay on for the designated time allocated for the booking and will go off at the conclusion of the booking time. Please ensure all foyer area lights, change room and toilet lights are turned off prior to you departing the facility.

Lift

There is an operational lift available to cater for people with disabilities or limited mobility to access the function or meeting rooms upstairs. This is also recommended for users to transport heavy items upstairs e.g. cooking supplies. If the lift is required for your booking, please confirm this with the booking coordinator.

Extending your booking

User groups can extend booking times on the SpacetoCo screen at the Events Centre unless there is another user booked. Users need to log into their SpacetoCo account to extend the time.

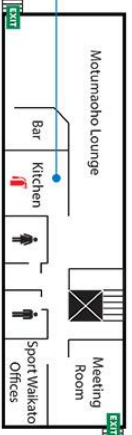
Morrinsville Events Centre Site Safety Map

Emergency Response: Call 111

MPDC: 0800 746 467

mpdc.govt.nz

19 Ron Ladd Place, Morrinsville



FIRST FLOOR

- Kitchen**
- Hot water, electrical and gas equipment are potential hazards
 - Children must be supervised

- Store Room**
- All sports gear must be packed away tidily after use to reduce trip hazards
 - Setting up/packing away goals must be done with at least 4 people

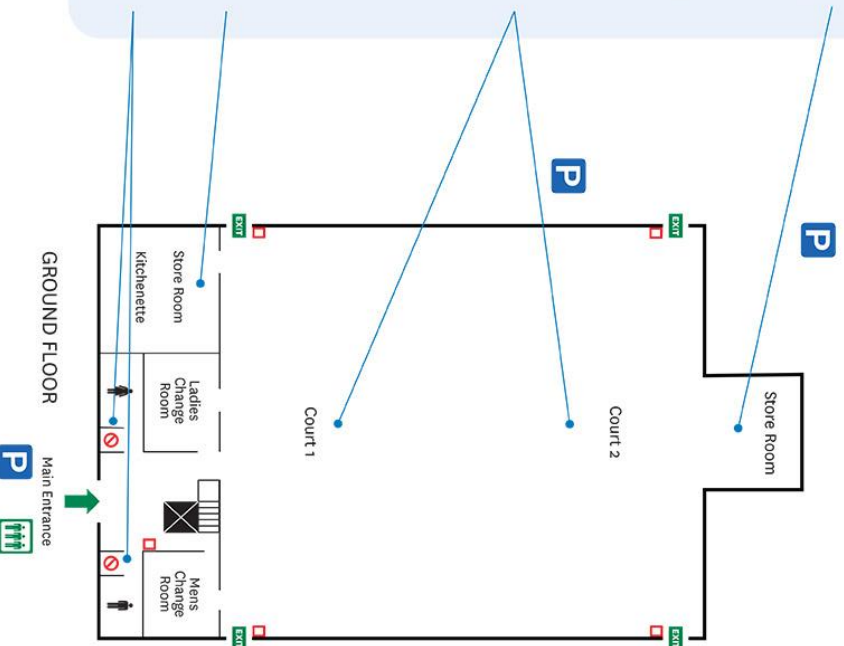
- Steep Stairs/Lift**
- Children are **not** permitted to play in the lift, stair wells or slide down the ramp due to risk of falling
 - Use the lift to get heavy items upstairs

- Courts 1 & 2**
- Non-marking footwear only
 - Children must be supervised
 - Mop up any spills to prevent slips
 - Drinks only permitted in plastic containers

- Car Parks**
- Be aware of moving vehicles
 - Children must be supervised
 - Additional parking at rear of building

- Chairs**
- Stack 8 chairs on top of each other using the chair trolley in the store room

- Cleaning Chemical Store**
- No public access
 - Keep locked at all times



GROUND FLOOR

All incidents accidents or hazards must be reported to Matamata-Piako District Council: 0800 746 467

Contractors

- Check whether you need a safety management plan (SMP) for the work you are doing
- You will need a permit if you are doing a confined space entry, working at height or hot work

Managing Emergencies

- Assemble in the front car park in the event of an emergency
- Fire alarm can be triggered by manual call points
- A dry powder fire extinguisher is located in the kitchen
- Designate an emergency warden as per user guide
- The emergency action plan provides information about what to do in an emergency
- Hires must provide a first aid kit. Trained First aider required for events with more than 50 people on site.
- All emergency exits must be kept clear at all times.

Electrical Equipment

- All electrical work must be completed by a qualified electrician
- All electrical equipment used on site must be NZS3760 tested and tagged

Legend

- Assembly point
- Fire alarm
- Fire extinguisher
- Emergency exit
- Lift
- Parking
- Toilet
- No public access

Section 3: Responsibilities of the hirer

The hirer must:

- Designate an emergency warden (or wardens in the case of large events). A health and safety pack for the warden will be provided when your booking is confirmed. This includes the following; Morrinsville Events Centre site safety map, high vis vest, and event brief.
- Inform their group of the relevant hazards on site (refer to the site safety hazard map) and ensure that the event brief (see section 4) is communicated prior to or at the start of your activity/event commencing.
- Report any serious incidents or accidents immediately to the relevant emergency response team (111) and also any incidents, accidents or hazards to MPDC by calling 0800 746 467 or report via info@mpdc.govt.nz
- Control the environment and shape the behaviour of the group through communication and clear expectations. People are expected to abide by facility expectations at all times, as the majority of these are to ensure customer health and safety as well as enjoyment.
- Have a plan in place to ensure the safety of people attending or involved in the event. This includes provision of appropriate first aid supplies, parking and traffic management for the event (see section 6). If a safety management plan is requested by MPDC, this must be submitted and reviewed by the health and safety team before the event booking is finalised.
- Ensure the facility is securely locked before leaving. All windows and doors are closed and secure including fire exits. Lights are all turned off. Front entrance door is securely locked.

Emergency warden must:

- Be familiar with the evacuation procedures in case of an emergency at the facility.
- Ensure that all emergency exits are clear of any obstacles throughout the period of hire.
- Wear the high visibility vest (provided) in the event of an emergency.
- Be familiar with the site safety hazard map, including the location of Emergency Action Plan.
- Have a fully charged mobile phone on them throughout the entire booking time. N.B. There is no phone on site.

First aid provisions:

- Any event where there are likely to be more than 50 persons on site requires a person present with a current First Aid Certificate (minimum Unit standards required 06401, 06402). This person must be at the facility for the full duration of the booking.
- **Groups must bring their own first aid supplies for all sports activities or events.**

Cleaning

- Users must ensure the facility and kitchen facilities are cleaned to a respectable standard or additional cleaning charges may occur. If your group don't want the hassle of cleaning, you can organise via the Events Centre administrator to pay an additional cleaning fee of \$150.

Section 4: Event Brief

Prior to the commencement of an activity or event, the following information must be communicated with everyone in attendance:

- Location of nearest Emergency Exits.
- All fire exits are to be kept clear and accessible at all times.
- **Assembly point is in the car park area at the front of the building.**
- Who the designated Fire Warden is for your event. In case of emergency follow their direction.
- Who the designated First Aider is for the duration of the group. *NB: Groups are responsible for bringing their own First Aid supplies.*
- Please keep all food and drinks off the sports courts.
- Drinks consumed within the sports courts must be in plastic containers. Any spills on the courts must be cleaned up immediately to prevent slips and falls. There is a mop located in the store room by Court One for this purpose.
- Only non-marking sports footwear is allowed on the sports courts.
- Morrinsville Event Centre is a smoke-free facility, including the car park at the front entrance.
- Toilets (including disabled facilities) are located off either side of the main entrance.
- All incidents, accidents or hazards must be reported to the person in charge (or the designated First Aider) who will report to MPDC on 0800 746 467
- Children must be actively supervised at all times. Please refrain from allowing children to play on the stairwell and banister – this is a hazard.
- Children are not permitted in the storerooms.
- Be aware of the relevant hazards within the facility – [refer to Morrinsville Events Centre site safety map \(Section 2\)](#)

Section 5: Facility noise

Noise generated by activities at the facility is to be managed to reduce the potential for adverse noise effects, whilst ensuring compliance with the District Plan for noise limits.

Noise associated with the Event Centre can be grouped as follows:

- Noise from vehicle movement in the car park areas adjacent to the building
- Noise from attendees moving between the building and their cars
- Noise from activities inside the building
- Noise from any mechanical plant associated with heating, ventilation and air conditioning of the building

As specified in the Noise Assessment Report for the Events Centre, through the implementation of the recommended noise control treatments and management measures, the noise from the activities associated with the Events Centre will comply with the District Plan limits for Residential Zones.

The noise level measured within the boundary of an adjacent residentially zoned site cannot exceed 50 dBA Monday to Friday, 7am to 10pm, Saturday 7am to 12pm and 40dBA all other times including Saturdays, Sundays and Public Holidays. The exit doors to the upstairs lounge must keep closed, except in times of emergency.

These parameters need to be strictly adhered to, and there is no opportunity for an exemption. The facility can be accessed from 6am to midnight. You must fully vacate and secure the facility by midnight.

Section 6: Car parking

Car Parking (as per Facility Management Plan)

All organisers of events and functions are required to abide by the facilities Parking Management Plan that was approved under Condition 26 of the Resource Consent.

The car park provision was designed to meet the requirements 95% of the time and if overflow parking were to occur, it would not result in adverse safety and amenity effects.

To protect the nearby businesses, the area along Ron Ladd Place needs to be closely managed to ensure that all requirements of the Resource Management Plan are followed. There is to be no car parking on business driveways.

As a condition of your hire, please plan your parking so that traffic is not disrupted. You may be required to designate a person responsible for the traffic management of your Event Centre booking. If your event disrupts the normal flow of traffic on the state highway (Allen Street), you will need a traffic management plan approved by MPDC.

(Front car park)



(Back car park)



Section 7: Sports hall

The sports courts are the focal point of the facility, which can be used as a multi-purpose venue for indoor sports, activities or events. Within the Sports Hall area, there are two full-sized basketball courts. The Sports Hall space can be set up in various ways for events depending on what is required.

The maximum number of people permitted in the sports hall at one time is 600 (incl. upstairs)



The wooden floor within the Sports Hall is specifically designed for sporting events; however if it is to be used for any events or concerts it is important that the floor is sufficiently protected. Temporary carpet flooring may be required to protect the floor for some concerts and events. This will be discussed at the time of booking to ensure appropriate control methods are put in place to protect the floor. **Note: all shoes worn on the wooden floor must have a non-marking sole.**

It is important that the floor is kept clean at all times to prevent it becoming a potential health and safety issue. If a spill occurs, use the mop that is available for users in the storeroom.

Cleaning staff of the facility will ensure, where possible, the floor is cleaned and regularly swept, with a hot mop scheduled once a week after it is swept. However, they are not onsite at all times, so it is important that prior to use, you check the floor is clean and there are no obvious areas which could cause someone to slip or fall. **If there are any concerns, MPDC must be contacted immediately.**

Sports Hall rules

1. Non-marking footwear only.
2. No food or drink to be consumed on the courts
3. Drinks must be in plastic containers – **no glass is permitted**
4. No chewing gum
5. Children must be actively supervised by their parent/caregiver.
6. In case of a spill, clean it up.

Prior to leaving the Sports Hall users must check the following:

1. Doors to sports storage room are closed.
2. Fire exit doors and all internal doors are locked and secured.
3. Ensure the basketball backboards are pulled back against the wall (if used).
4. Stack chairs away neatly into stacks of eight high into the storage room using chair trolley.
5. Place netball goals and badminton poles in the back storage room (if used).
6. Discard any litter left on the courts.
7. Ensure the storage room is tidy and no trip hazards are present

Seating/chairs

Within the Sports Hall there is no permanent tiered seating available. There are approximately 240 chairs available to set up around the edge of the courts or to suit your needs. These are found in the storage area at the end of court one. Please use the chair and table lift trolleys available, as these are heavy and awkward to carry.

If you require further chairs for your booking, you will need to arrange hireage of these separate to your booking. All hired chairs must have plastic caps or feet on their legs to ensure the floor is not damaged.

Chairs from the upstairs lounge and meeting room are not to be used in the Sports Hall without prior permission from MPDC, as there is potential for different bookings to run concurrently who may also require furniture for their booking-

Netball, Badminton, Basketball

There are four **netball** goals located in the storeroom by Court Two. These goals must be carried by a minimum of four adults, as they are heavy and awkward to carry.

Basketball hoops are mounted above the courts and require users to pull a cord to move them into place. Local sports clubs own both the netball goals and basketball hoops, and permission to use these must be granted from the relevant personnel.

Badminton poles are also stored on the floor of the sports storeroom and nets are locked away.

To install the hoops and poles on courtside, the floor caps will need to be lifted. Once removed, the caps are to be placed inside the sports storeroom – these are not to be left courtside as they are potential trip hazards. At the conclusion of your booking the hoops and poles are to be removed and returned to the sports storeroom. Reinstate the floor caps.

Sports sliding door storeroom

The sports storeroom, which is located at the end of the sports courts is used for sports equipment. It is important that this area is kept clean and tidy at all times so items can be accessed and used when required. If you are a regular user group and would like to store any items within this room, prior permission must be sought from MPDC. To access this room you must discuss this with the booking coordinator.

At the conclusion of each booking, once all equipment has been placed back into the storeroom, the door must be locked.

Smoke detectors

There are smoke detectors and a sprinkler system throughout the entire facility.

Bringing equipment in for events at the facility

Due to the size of the facility, it has the potential to be used for functions and events that attract a large number of people. This means that additional gear and equipment may be brought into the facility.

If additional gear and equipment is brought in, then it must be packed in/out of the facility through the emergency exit by the stairwell to the upstairs lounge. Permission to bring additional equipment into the facility must be approved by the events and venues team at MPDC.

Section 8: Changing rooms/toilet facilities

The facility has two male changing room and two female changing room, which include toilets, showers and changing spaces. There are also designated male and female toilets and designated disabled facilities. These changing rooms are available for use when booking the sports courts at an extra cost. Access to all of these facilities is from the main foyer.

There are cleaners who are responsible for the cleaning and upkeep of these changing facilities between bookings. If you feel you may require additional cleaning during your booking, then you will need to discuss these requirements with the events centre administrator so it can be organised accordingly.

Changing Room



Toilets



Section 9: Kitchen Facilities

Kitchen

The kitchen facilities, which are of a commercial standard, include stainless steel bench space, fridge, oven (including elements), hot water unit, a commercial dishwasher and a microwave. Access to the Kitchen is upstairs via the lounge entrance. There is a lift available to carry heavy items upstairs. Any electrical appliances used in this facility must have an electrical test tag.

We recommend that children do NOT enter the kitchen for safety reasons or, if required, must be actively supervised by an adult.



Oven

The Kitchen has one commercial oven, which includes four oven top burners. The main switch to turn the oven on the wall above the oven. Please use the extractor fan when using the oven and ensure you leave it clean after use.



Boiling Water Unit

The Zip Boiling Water Unit, which has a large capacity, is located on the wall of the Kitchen above an area of stainless steel bench. The unit must be turned on when you require it for your booking and turned off afterwards. It can be turned on at the switch on the wall beside the Boiling Water.

Dishwasher

The dishwasher (Starline Steriliser) is located within the Kitchen Area has plenty of bench space above it, which makes it efficient to use, as you are able to slide trays in and out of the unit.



The dishwasher is to be turned on at the wall, and then switched on at the unit.

The dishwasher will take approximately 10 minutes to warm up prior to being ready for use. The chemicals required are stored in the locked cupboard beside the unit – these automatically feed into the dishwasher. MPDC staff will ensure there is always sufficient stock of product at the conclusion of each booking; they are responsible for reordering product when required.

Utensils, glassware, crockery and plates

The kitchen has a selection of cups, crockery, utensils and cooking equipment on site. Please check the quantity meet your requirements. You may need to hire additional supplies for your function.

Further glassware would be required if bar facilities were being offered as the glasses onsite are a small water glass size and there are no wine glasses.

All utensils, glassware, crockery and plates are to be washed and stacked back in the draws at the conclusion of your booking.

Section 10: Function room

The function room is a carpeted space, with official capacity of 105 people. It seats 80 people comfortably around tables. There are 10 1.8m round tables available for use.



Prior to leaving the Function Room you must check the following:

Pack away all chairs, tables and furniture used.

Pick up the main rubbish and dispose in the bins provided.

Clean all crockery and utensils used and store away.

Empty the fridge and ensure the benches are clean.

Turn OFF all electrical appliances.

Turn OFF all lights and ensure all windows and fire exits are locked securely.

Turn OFF heating if used.

Excessive rubbish disposal is also your responsibility:

All excessive rubbish is the responsible of the user and they most remove it.

Fixings – Walls, Doors & Windows

To preserve the appearance of the walls, there are not to be any fixings or adhesive type products stuck to the wall without prior approval. Windows are locked for security and safety reasons and the emergency door must be kept clear and shut at all times.

Liquor License

The Morrinsville Events Centre is not a licensed premise; therefore, all facility users who wish to sell alcoholic drinks are required to obtain a Special License from MPDC.

In accordance with the MPDC Alcohol Licensing requirements, to obtain a Special License, a Certified Manager will be required to manage the event in a responsible way. This delegate must be from the User Group responsible for hireage of the venue.

All facility users must indicate on their "Booking Request Form" if they intend to sell liquor. This intention must be followed up with a copy of the Special License being provided to MPDC to enable your confirmed booking.

The original Special License must be displayed in a visible location within the bar server area.

Additionally, you must provide contact details for the Certified Manager, and confirm they will be on site throughout the duration of the booking to responsibly manage the sale of liquor.

All prices for the bar (food and drinks) are also to be displayed in a visible location.

Note: if you have any further questions contact an MPDC Licensing Inspector to discuss your proposal to ensure you can meet all the requirements. The Sale and Supply of Alcohol Act 2012 also requires that specific timeframes are adhered to for lodging and notifying applications. For applications that are more complicated, additional time may be required so we recommend that you lodge your application as early as possible.

Committee Meeting Room

The Meeting Room is a carpeted space that is ideal for small group meetings of up to 12 people.



The Storeroom

There is storeroom at the end of Court One in the sports hall. This room is predominantly used for storing chairs and tables, which can be used as part of your hire.

If you are a regular user of the facility and wish to store equipment in this room, then you must obtain prior permission from MPDC.

All equipment must be returned to the correct area where it was originally taken from. Please use the trolley for moving tables and the chair lifter for moving chairs. Stack chairs up to eight high. The doorway must also be left clear at all time and children are not allowed to play in this area.