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# Education Centre – venue hire terms and conditions

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Below are the terms and conditions of use of any of CCDHBs education centre venues. By accepting a booking you are agreeing to comply with these terms and conditions.

## Terms and Conditions

### Cancellation policy

If your room booking is no longer required, cancel the booking as soon as possible by phone or email.

We reserve the right to cancel your room booking in the event of flooding, fire, equipment failure or other circumstances outside of our control that make the venue no longer safe or functional for use. In such cases we will let you know that the room is unavailable as soon as possible and you will not be charged for the room.

### Rates

The prices are current at the time of quotation but may be subject to change at management's discretion. Prices may increase at any time without notice. Upon confirmation of your venue booking the fixed price of your venue hire will be confirmed in writing.

### Content of function

If CCDHB has reason to believe that an event or any part of it will affect the smooth operation of the business, its security or reputation, we reserve the right to cancel/stop the function or any part of it, without notice or liability.

### Conduct

It is your responsibility to ensure all guests behave in an orderly manner during the function. CCDHB reserves the right to remove any guests from the premises if they behave in a manner unreasonable or potentially disruptive towards the wellbeing of CCDHB's patients, staff members, or other guests.

### Loss or damage

CCDHB will endeavour to take all possible care, however accepts no responsibility for damage or loss of equipment, merchandise or other property left on the premises prior to, during or after an event. CCDHB recommends that guests carry their personal valuables at all times. It is also the responsibility of the organiser to provide personal insurance to cover their equipment, employees or contractors.

The organiser is financially responsible for any damage sustained, or loss incurred, to CCDHB's income, property, carpet, fixtures or fittings, whether through their own action or the action of their guests, contractors, or sub-contractors prior to, during or after the function. The organiser is to ensure that nothing is nailed, screwed, stapled or pinned to any wall, door, ceiling, furnishing or other surface or part of CCDHB property.

### Signage

You must provide any conference/event signage required. Only non-marking and non-permanent methods of displaying signage may be used. You must ensure that all signage is removed after the event.

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## Cleaning

General cleaning (Monday to Friday) is included in the cost of the room hire. You may incur additional charges in instances where an event has created cleaning requirements that are considered to be over and above normal cleaning duties. For weekend cleaning you will be charged an additional \$50 per day, as extra cleaning is required.

## Catering

It is your responsibility to organise your own food and beverage service. This includes the clean-up and removal of all aspects of the service (with the exception of rubbish bins). Fees may be charged if the area hired is not left in an acceptable state.

No alcohol is allowed on CCDHB premises without the express permission of the Chief Executive (CE). You are responsible for contacting the CE's office directly if you wish to discuss alcohol service. It is expected that you uphold the principles of Responsible Service of Alcohol in accordance with the liquor licence applicable to these premises.

## Stationery

You will need to supply your own stationery when using the venue, this includes supplying your own whiteboard markers, flip chart paper, whiteboard erasers, participant resources, etc.

## Health and safety

The person (whether a CCDHB employee or not) booking the venue is responsible for the health and safety of the users of the venue during that time. The person booking the venue must ensure that they are familiar with the health and safety procedures for the venue (attached) and ensure that participants at the event are told about the health and safety procedures.

Venue health and safety information and emergency management information are located in each room.

If there is a medical emergency dial 777 from an internal phone or dial CCDHB main switch board from a mobile on 385 5999.

If you or anyone involved in your conference/event has an accident, needs first aid, creates or notices a hazard, you are legally obliged to report this to us:

**Wellington Regional Hospital Education Centre:** 04 806 2562 / [capability.development@ccdhb.org.nz](mailto:capability.development@ccdhb.org.nz)

**Kenepuru Hospital Education Centre:** 04 918 2311 / [Barbara.kelly@ccdhb.org.nz](mailto:Barbara.kelly@ccdhb.org.nz)

**Wellington Regional Centre for Simulation and Skills Education:** 04 385 5887 / [wrcsse@ccdhb.org.nz](mailto:wrcsse@ccdhb.org.nz)

All persons and / or agencies using the venue must comply with CCDHB Health & Safety policies and procedures. This includes making sure that any electrical equipment used brought into the DHB is electrically tested and tagged.

All CCDHB sites are smoke and alcohol free.

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## Access

**Wellington Regional Hospital Education Centre:** 04 806 2562 / [capability.development@ccdhb.org.nz](mailto:capability.development@ccdhb.org.nz)

The Education Centre (level 12) is open between 7.30am and 5.00pm Monday to Friday. A swipe card is needed to access the centre outside of these hours and at weekends. Please contact the Learning Support Centre no less than 5 working days prior to the event if you need access afterhours or over a weekend.

A key is also required to access the presentation equipment. A key can be obtained from the Learning Support Centre (level 13 WSB) between 9.00am and 5.00pm. If you need to access the presentation equipment outside of these hours please contact the Learning Support Centre, no less than 5 working days prior to the event, to organise this.

**Kenepuru Hospital Education Centre:** 04 918 2311 / [Barbara.kelly@ccdhb.org.nz](mailto:Barbara.kelly@ccdhb.org.nz)

The Education Centre is open between 7.30am and 5.00pm Monday to Friday. Afterhours (evenings and weekends) the area is only accessed by the Orderlies who are located at the front foyer of Kenepuru Hospital.

**Wellington Regional Centre for Simulation and Skills Education:** 04 385 5887 / [wrcsse@ccdhb.org.nz](mailto:wrcsse@ccdhb.org.nz)

The Wellington Regional Centre for Simulation and Skills Education (the Simulation and Skills Centre) is open between 7.30am and 4.30pm Monday to Friday. A swipe card is needed to access the centre outside of these hours and at weekends. Please contact the Simulation and Skills Centre no less than 5 working days prior to the event if you need access afterhours or over a weekend.