

Education Centre

Level 12 WSB Conditions of Use

Health and safety

If you are not familiar with the venue, please arrange a Health & Safety induction before your event, via the Capability Development Administrator (Capability.Development@ccdhb.org.nz). If you will be hosting an event on a weekend day(s) or after 5pm, you are responsible for following Emergency Management and Fire Warden procedures therefore you **must** arrange a Health & Safety induction before your event.

You, or the host of the event, are responsible for the Health and Safety of attendees. If you are not the host of the event please ensure that the host has a copy of these Conditions of Use and is aware of their responsibilities. We also attach a copy of relevant CCDHB Health and Safety Policies to these Conditions.

There are Emergency Response Procedures flipcharts located in the foyer of level 12 WSB. Venue health and safety information, including emergency management, first aid and fire safety equipment locations are provided in each room. These provide guidance on what to do in case of an emergency. Please familiarise yourself with these and brief attendees at the beginning of your event, using the health and safety PowerPoint on the room computer.

In the event that a fire alarm sounds follow the exit signs to the Ward Support Block (WSB) stairwells (next to the blue Lifts) and exit the building on level 3 and assemble outside Vibe Cafe. Alternatively, exit to CSB, using the corridor past the kitchenette. Fire wardens are located on level 13 and will check to see if level 12 is cleared. If you, or one of your attendees finds a fire, or sees smoke, follow the RACE procedure outlined in the 'Fire' section of the Emergency Response Procedures flipchart.

There is a First Aid kit in the kitchenette.

If there is an emergency, dial 777 from the internal phone located next to the lifts, or dial 04 385 5999 (CCDHB main switch board) from a mobile.

If you or anyone involved in your conference/event has an accident, needs first aid, creates or notices a hazard, you must report this to us in terms of Health and Safety legislation. You can report an incident or near miss directly to us via phone or email, alternatively complete and return an Incident Report Form (located by the Emergency Response Procedures flipchart in the foyer of level 12, WSB).

All external people 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.

Access

Wellington Regional Hospital Education Centre is open between 7.30am and 5.00pm Monday to Friday. A swipe card is needed to access the centre after hours and at weekends. Please contact Capability.Development@ccdhb.org.nz no less than 5 working days prior to the event, if you need access afterhours or over a weekend.

The rooms on level 12 require a key to access presentation equipment. A key can be obtained from the Learning Support Centre (level 13 WSB) before your event, between 9.00am and 5.00pm, Monday to Friday. If you need to access the presentation equipment outside of these hours please contact Capability.Development@ccdhb.org.nz no less than 5 working days prior to the event, to organise this.

Cleaning

All venue users are required to, as far as possible, return the venue to its original condition following their event. This includes disposing of all rubbish in the bins provided, removing any left-over catering or catering equipment to the kitchen areas and re-configuring the chairs and tables if they have been moved during the event.

For external users who are paying for venue hire, 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. Please report any maintenance issues to Capability.Development@ccdhb.org.nz, or if your booking is during the weekend, [Spotless](#).

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.

In line with CCDHBs commitment to sustainability, we encourage users of our venues to bring their own reusable cups / bottles for use during training events.

No alcohol is allowed on CCDHB premises without the express permission of the Chief Executive Officer (CEO). You are responsible for contacting the CEO's office directly if you wish to discuss alcohol service.

Cancellation policy

In case that your room booking is no longer required, you should let us know by phone or email as soon as possible that you wish to cancel the booking.

For external users, paying for venue hire, a cancellation fee may be payable. Please check with the venue at the time of booking.

We reserve the right to cancel your room booking in the event of flooding, fire, equipment failure and other circumstance outside of our control which means that the venue is 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.

Signage

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

Stationary

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

Rates

All rates quoted are in New Zealand Dollars. 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 and 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 and after the function. The organiser is to ensure that nothing is nailed, screwed, stapled or pinned to any wall, door, ceiling, furnishing or other surfaces or part of CCDHB property.

Contact details

Wellington Regional Hospital Education Centre

P: 04 806 2562

E: Capability.Development@ccdhb.org.nz