



# Fale Pasifika Venue - FAQs

## HOW DO I BOOK THE FALE PASIFIKA?

- A Booking Form and the full General Terms & Conditions are emailed through and at the initial stages only page 2 of the Booking Form need be completed. Further details will be requested further into the process.
- Catering details can be confirmed later but please indicate whether there will be supply of alcohol.
- Please note that **all events must end no later than 11pm and guests to be clear of the property by 11.30pm** without exception.

## WHAT IS THE COST?

- There are no printed prices available to send out.
- Upon receipt of the completed Booking Form (page 2 initially) a minimum estimation of costs is emailed through.
- Prices for internal departments differ from external and are settled via internal journal
- There are range of different prices for external parties such as government agency, communities, Charitable Trusts and so on. Criteria apply.
- To progress the booking, confirmation is sought.
  - Internal parties are expected to send through an activity code for internal journal.
  - External parties are billed via invoice and payment must be received at least 30 days prior to the event.

## WHAT DO YOU MEAN BY 'MINIMUM ESTIMATED COSTS'?

- This is only an estimation of costs at a minimum and can differ from the final and actual costs due to the following main occurrences listed below.
  - If the event runs over the originally stipulated time which impacts on Fale Crew cost.
  - If there is a request for additional equipment and/or associated costs that was not included in the hireage (as outlined below) and was not organised prior.
  - If there is a request to increase the time of hire of the venue.

## WHAT IS INCLUDED IN THE HIREAGE?

- The following items are included in the hire fee and does not cost any extra.
  - Use of kitchen – In adjacent building
  - Screen – 3 metres
  - AV Trolley – Projector and sound

- Lectern – Wooden
- Lead Microphone – Mounted on the lectern
- Trestle Tables – 2.75m x 0.75m x 0.75m (approximate measurements)
- Black Chairs

## WHAT WILL COST EXTRA?

- Outside area of the Fale – All areas beyond the bottom of the stairs around the perimeter of the Fale \$150 GST exclusive.
- Stage – There is a small stage that can be hired, please ask for more detail at \$150 GST exclusive.
- Catering Equipment – There is catering equipment that can be hired and a price list can be provided upon request.

## WHAT IS THE CAPACITY?

Maximum seating capacity for each function type is as follows;

- **Cocktail Function:** Standing room only with an allowance of up to **4 trestle tables for beverage and/or food stations, 10 chairs and 250 people is the maximum allowance**
- **Theatre Style:** Rows of chairs with an allowance of speaking / presentation area in the front only (Māori Studies end).
  - **For non-catered events 230 chairs only is the maximum allowance OR**
  - **For catered events 150 chairs only and up to 4 trestle tables is the maximum allowance**
- **Buffet Dinner:** Seated dinner that allows room for a buffet, main or head table and a small dance area set up as one of the following options below.
  - **160 pax using round tables. Maximum allowance - 16 x 1.8m round tables, 4 trestle tables and 160 chairs, no exception OR**
  - **140 pax using trestle tables. Maximum allowance - 20 trestle tables and 140 chairs, no exception**
- **A la carte Dinner:** Seated dinner, full food and beverage service with an allowance of room for a bar and small stage for presentations etc.
  - **70 pax maximum using either round or trestle tables and 70 chairs only. This number is the maximum number that the kitchen is able to accommodate for a la carte**

**IMPORTANT NOTE: Exceeding capacity will result in the shutting down of the event**

## WHAT IS FALE CREW?

- Fale Crew members are a necessary cost and is essential when using the Fale Pasifika, especially outside of office hours (09.00 – 16.30)

- Their role is to...
  - Carry out Occupational Safety & Health duties, i.e. Provide first aid should the need arise, execute and provide guidance around emergency evacuation procedures, ensure the premises is secure
  - Oversee that the events are adhering to UoA policies and other relevant legislations (ie. Sale and Supply of Alcohol Act 2012, Emergency Management Statute 2007, Bookable Spaces Management Policy)
  - To raise the alarm should there be reasonable doubts to security and safety of all occupants of the Fale and /or UoA property
  - Access more trestle tables and chairs if necessary and only when this will not exceed the maximum capacity of the Fale.
  - Clear and reset the Fale after the hirer(s) have cleared out all decorations, rubbish, external equipment etc that has been brought in for the purpose of the hirer(s) event.
  - Check that the kitchen and hired areas have been cleaned and meet the expected standards. Refer to 9.5.1 – 9.5.6 for expected kitchen cleaning standards
  - Provide technical support with the AV equipment that is included in the hireage of the Fale Pasifika
  - Provide other support where reasonable that still enables them to carry out their primary tasks as set above

### IS THE BOND REFUNDABLE?

- Yes as long as there have been no damages or breaches of the full general Terms & Conditions

### DO I NEED TO APPLY FOR A SPECIAL LICENCE IF WE ARE SUPPLYING ALCOHOL?

- Yes, consent for alcohol supply and service must be granted by the registrar or nominated representative
- Please click on the link below for further information

<https://www.auckland.ac.nz/en/about/the-university/how-university-works/policy-and-administration/university-organisation-and-governance/conduct/events-management-policy.html#fdda45296a3de7a6f5eb8a27887af5df>

### DO YOU PROVIDE CATERING?

No we do not. The University of Auckland does have their own preferred suppliers that are listed below.

Dawsons Catering – [www.dawsons.co.nz](http://www.dawsons.co.nz)

Flame Tree Catering – [www.flametreekitchen.co.nz](http://www.flametreekitchen.co.nz)

Urban Gourmet Catering – [www.urbangourmet.co.nz](http://www.urbangourmet.co.nz)