

Outram Hall Information



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General Hall Rules

- No smoking or vaping inside the hall, and on the decks of the hall, at all times.
- Strictly no confetti is allowed to be used on hall premises, both inside and out.
- No blue-tak, nails, screws, tape or command strips or any other methods of attaching things to the walls are to be used in the hall at all times. We have several hooks and screws around the main room in the hall which can be used for hanging things.
- All events must finish by 11:45pm, with the hall empty by midnight. Additionally, we ask that after 10:30pm, all windows and doors remain closed, in order to reduce the disruption to neighbouring properties. If the hall is too hot/too cold, the heat pumps can be used to regulate the temperature of the hall.
- Please keep off the gardens.

Amenities

Air Conditioning

We have three air conditioning units in the hall, two are in the main room, and one is in the small room. To operate the air conditioning units, first locate the air conditioning coinbox, which is opposite the men's toilets in the hallway. You can put \$1 coins into the coinbox and each coin will keep all three air conditioning units running for an hour e.g. 5 coins = 5 hours etc. To change the settings of the air conditioning units, you will find the air conditioning remote next to the air conditioning coinbox. It can be a little tricky, but to power on/off or change the settings of one of the air conditioning units, simply press the button while pointing the remote at the applicable unit.

Disco Ball

In the small storage room to the left of the stage (as you look at it), there is a switch near the door labelled "Disco Ball". There are 4 black lights around the hall which all point to the disco ball and each one has its own switch. There are remotes and instructions in the black tech bag if you want to play around with the light settings/colours/strobing effect etc. These remotes don't work on the light closest to the storage room i.e. it is permanently set.

Kitchen

We have a full kitchen, with an oven, microwave, boiling water tap, and a fridge/freezer. We don't have a dishwasher, but we have brushes and dishwashing liquid for hand-washing dishes.

Microphone

There is a microphone in the black bag in either the top left or bottom left kitchen drawer. The sound system must first be turned on, the switch is above the door in the storage room. Don't turn off the right-hand switch labelled CCTV.

Parking Sign & Cones

If you wish to have exclusive use of the hall's car park during your event, we have a "Private Event" parking-only sign as well as several traffic cones. These are in the small area outside the kitchen. Please return the cones and sign to this area after use.

Plates/Cutlery

We only have small serving plates and mugs, enough for around 100 people. We don't have dinner plates, glasses, or cutlery. Many hirers either choose to use paper plates with wooden utensils or hire proper cutlery from a hire company.

Projector

We have a projector available for all hirers to use. To use the projector, make sure the sound system is turned on, see above. The HDMI cable is in the tech bag also. Plug this cable into the HDMI port near the floor under the projector screen. To get sound, you need to pair to the Bluetooth system as explained below.

Recycling Bins

These are available for all hirers to use. They are in the small area outside the kitchen. Please don't put general rubbish items in them.

Rubbish Bin

We have rubbish bins in the kitchen and the accessible bathroom. All hirers can use these, however, weekend hirers must take all their rubbish home with them at the conclusion of their event. If you are a weekend hirer who fills the bin halfway with rubbish, please take this with you. We have rubbish bags available for all hirers to use, these are in the cleaning cupboard. The key to the cleaning cupboard is in a plastic bag in the cupboard under the kitchen sink.

Sound System

The sound system is in the small storage room. Turn the sound system on, the switch is above the door. The Bluetooth system is hanging from the wall on the left side of the door, under where the sound system switch is. Press the Bluetooth button, and then go to your device's Bluetooth settings to pair to the sound system.

Tables & Chairs

We have tables and chairs to seat around 120 people. These are in the large storage room, which can be accessed either through the hallway to the right of the main entrance or through the door in the main room.

Tree Lights

We have two lights that shine up into the tree outside the front of the hall. These are on a sensor so if they are switched on, the lights will come on automatically when it is dark. The switch to turn the lights on is in the kitchen near the door leading to outside the hall.

After your event is finished:

Rubbish

All weekend/casual hirers must take their rubbish home with them at the conclusion of their event. Recycling can be left at the hall in the recycling bins (see above)

Cleaning

For weekend hirers who are doing their own cleaning, please refer to the cleaning instructions on the final page of this document. If you have any questions regarding the level of cleanliness required, please contact Jacob (contact details on front page). For weekly hirers, please ensure the hall is left in the condition you found it. If you make a mess, please clean it up! We have cleaning supplies available for you to use and these can be found in the cleaning cupboard.

Chairs

Please ensure that there are at least 10 chairs left in the small room at the conclusion of your event. Please return all other chairs and tables to the rear storage room. Please don't drag tables/chairs across the floor!

Dishes

If you use any cups or plates, please ensure that these are cleaned with a brush using warm water & dishwashing liquid, dried and put away. The brushes and dishwashing liquid are underneath the kitchen sink.

Before you leave the hall:

Lights

Please ensure all lights, including the bathroom lights, are turned off.

Sound System

Please turn off the sound system (but not the CCTV!).

Projector Cables & Remotes

If you have used the projector, please return the HDMI cable and remote to the black bag and leave the bag where you found it.

Disco Ball

Please ensure the disco ball and lights are turned off and the remote is returned to the black bag.

Windows & Doors

Please ensure that all windows and doors (including the bathrooms) are locked. To lock the front door hover your hand over the keypad and you should hear the door make a clicking whirring noise as it locks. If this fails, lock the front door from the inside and exit out of the kitchen door, pressing the lock on the door before you exit.

Bathroom Taps

Please check all bathrooms to ensure none of the taps have been left running.

Cleaning Instructions

These instructions are to guide weekend hirers who are doing their own cleaning through the cleaning process.

Main Rooms:

- Sweep floor (broom found in cleaning cupboard), including on and around the stage area
- Mop floor (with timber floor cleaner, diluted roughly 6 caps to a full bucket of water). Mop buckets are found in cleaning cupboard, mops are stored in the outside area outside the kitchen
- Ensure there are around 10-20 chairs in the smaller room for regular hirers to use

Kitchen:

- Clean bench surfaces (with spray & wipe & paper towels)
- Clean sink (with Jif, or with spray & wipe & paper towels)
- Clean fridge outside, and inside where visibly dirty (with spray & wipe & paper towels)
- Clean microwave inside & out, especially where dirty (with spray & wipe & paper towels)
- Clean door handles and drawer handles (with spray & wipe & paper towels)
- Clean glass on the exterior door (if it is visibly dirty)
- Clean oven inside & out, focus primarily on loose debris within the oven (use spray & wipe & paper towels)

Female Bathroom:

- Clean sink, tap, and bench area (with spray & wipe & paper towels)
- Clean toilet paper holder (with spray & wipe & paper towels)
- Clean toilet seat, lid & cistern (with spray & wipe & paper towels)
- Clean the inside of the toilet (with toilet cleaner & brush found next to the toilet)
- Clean around the hand dryer (with spray & wipe & paper towels)
- Ensure toilet paper holders are full (you can see through the small transparent window in the dispenser). Replacement rolls and the key for the dispensers are both found in the cleaning cupboard

Male Bathroom:

- Repeat all steps for **Female Bathroom**, but also:
- Clean urinals (with spray & wipe & paper towels)

Accessible Bathroom:

- Repeat all steps for **Female Bathroom**, but also:
- Clean nappy changing station (with spray & wipe & paper towels)

Hallway:

- Sweep floor (broom found in cleaning cupboard)
 - Mop floor (with timber floor cleaner, diluted roughly 6 caps to a full bucket of water)
 - Ensure the cleaning cupboard is kept relatively tidy (No rubbish, make sure sink isn't blocked)
- Please don't put the white cleaning caddy in the sink, put it on top of the mop buckets next to the sink instead

Entrance/Foyer:

- Sweep floor, but make sure to shake all loose debris out of the "Welcome" rug too
- Mop floor (with timber floor cleaner, diluted roughly 6 caps to a full bucket of water)