



# DUNEDIN VENUES

CONFERENCE INFORMATION DOCUMENT

dunedin  
venues

# CONTENTS

---

## OUR CITY

3

## OUR VENUE

The Dunedin Centre

Map

## EVENT BUILD

Security & Venue Hosts

Audio-Visual Services

Food & Beverage

Cleaning & Waste Management

Furniture

Wifi

Digital Signage

## EXHIBITIONS

Exhibition Capacities

Recommended Suppliers

Exhibition Build & Logistics

## DELIVERIES & STORAGE

15

## VENUE RULES

15

## LOST PROPERTY

16

## 4 DELEGATE INFORMATION

17

Accommodation

Restaurants

Transport

6

Nearest Facilities

## RECOMMENDED SUPPLIERS

19

General

Entertainment

## HEALTH, SAFETY & ACCESSABILITY

20

Genral H&S Information

H&S Assessment Form

11

Other H&S Information

Accessibility

## EMERGENCY PROCEDURES

22

Fire

Earthquake

Bomb Threat

## APPENDIX

23



# OUR CITY

---

Dunedin is proud to be a unique hub to locals and visitors where its rich architectural heritage meets modern day advancements. For more information, please visit [DunedinNZ](#).

The Dunedin Centre is just a stone's throw away from your next adventure - on foot. Our venue is located in the city centre based in the heart of the Octagon.

6 hotels are within walking distance to the Dunedin Centre (please review map).

The Octagon is a busy hospitality hub with a range of culinary options- cafes, restaurants, vibrant bars and indulgent treats at your fingertips. Whatever your flavour, Dunedin has a variety of eateries to satisfy your senses and plenty of options to wash it down with afterwards.

Dunedin is a lush landscape for growing tech-based businesses and start-ups constantly renewing itself, with new ideas emerging and support networks growing.



# OUR VENUE

---

## THE DUNEDIN CENTRE

The Dunedin Centre combines the very best heritage features with state-of-the-art facilities. The grand baroque style of the Dunedin Centre makes an impressive setting for any event.

Located in the centre of the city you will find the very best in conference, exhibition and performance facilities – it's the perfect blend of oldworld style and modern convenience.

### **Click the links below to view our spaces:**

[Dunedin Town Hall](#)

[Glenroy Auditorium](#)

[Fullwood Room](#)

[Conference Rooms 1 & 2](#)

[The Terrace](#)





## OUR VENUE

- 1. DUNEDIN CENTRE**  
1 Harrop Street, Central Dunedin
- 

## HOTELS

- |           |                           |           |                             |
|-----------|---------------------------|-----------|-----------------------------|
| <b>2.</b> | Kingsgate Hotel           | <b>5.</b> | Scenic Hotel Southern Cross |
| <b>3.</b> | Distinction Hotel         | <b>6.</b> | Fable Hotel Dunedin         |
| <b>4.</b> | Scenic Hotel Dunedin City | <b>7.</b> | EBB Dunedin                 |

## CAR PARKING

- |           |                        |           |                            |
|-----------|------------------------|-----------|----------------------------|
| <b>8.</b> | Filleul Street Carpark | <b>9.</b> | Wilson Parking Moray Place |
|-----------|------------------------|-----------|----------------------------|

# EVENT BUILD

---

To ensure sufficient time for the venue to be prepared for your event, all event details must be supplied to your Event Manager prior to the event start date.

These details should include:

## **Catering**

- Food selections for each day of the event
- Final numbers
- Dietary requirements (please note that food preferences may incur an additional charge)

## **Venue Set Up**

- Floor plans and use of various booked spaces
- Furniture and linen requirements

## **Event Timings for**

- Client arrival
- Guest arrival
- Catering breaks
- Event start
- Event finish
- Security requirements

## **Pack In & Pack Out Schedule**

- Exhibition build
- Contractors onsite
- Exhibitor pack in and out
- Closure of Harrop Street (if necessary)

## **Audio-Visual**

- Technical requirements for the event
- Engage with an external AV contractor

## **Health & Safety**

- Hirer's Initial Assessment
- Exhibitor's Initial Assessment
- Contractor Initial Assessment
- Health and Safety Induction
- Job Safety Analysis Worksheet

## **Signage**

- Wayfinding signage content



# VENUE SERVICES

---

## SECURITY & VENUE HOSTS

We have partnered with the highly trained, professional, specialist security provider **Platform 4 Group** to handle event security, providing every service you might need.

Our security staff are trained professionals focused on being great hosts; with the ability and knowledge to provide security as required.

As a health and safety requirement security will be required onsite if the event falls outside the hours of Monday – Friday 8.30am to 5.00pm and/or there is alcohol being served and/or duing pack in and pack out.

Security is charged per guard, per hour for a minimum of four hours and the number of guards required will be determined by the Event Manager. If you have any special security requests, please get in touch and we will assist wherever possible.

The Dunedin Centre is monitored by 24-hour surveillance cameras. Cameras are in numerous locations throughout the venue.

## AUDIO-VISUAL SERVICES

**Strawberry Sound** is our preferred audio-visual provider. As one of the South Island's leading production companies, they offer a comprehensive rental and full production service for events. Strawberry Sound stocks an industry leading range of audio, visual and lighting equipment, and pride themselves on their team of highly experienced and knowledgeable production managers, technicians, and audio-visual support specialists.

The team at Strawberry Sound have been working with Dunedin Venues for several years, and are extremely familiar with our spaces, process and people, all to make an easy experience for our clients.

All suppliers are required to meet our health & safety requirements and must fill out the health and safety documentation provided, along with an induction on arrival to the venue with a DVML approved contractor. An approved venue technician is required to be onsite for pack in, pack out and for any truss movements at cost to the hirer.

# VENUE SERVICES

---

## FOOD & BEVERAGE

Our partner, **Restaurant Associates**, are dedicated to great food and great service. They are constantly looking for ways to improve their offering. Innovation is key to maintaining their market leading position, and in making sure they can offer you only the best solutions for your needs.

Restaurant Associates are our exclusive catering provider and all food and beverage being consumed within the Dunedin Centre must be purchased through this provider.

We require the following information:

- Food selections, timings and projected attendance of the event four weeks (28 days) prior to the start date
- An updated forecast of attendance and confirmed timings of service no later than two weeks (10 days) prior to the start date
- Final minimum catering numbers and special dietary requirements no later than one week (5 days) prior to the start date

Food preferences may incur an additional cost.

Any modification to these deadlines may incur an additional payment over and above the quoted pricing.

Please talk to your Event Manager about custom menu options including locally sourced product to reduce food waste, barista coffee service and more.

Our menus are available online. You can view [here](#).





# VENUE SERVICES

---



## CLEANING & WASTE MANAGEMENT

All cleaning services at the venue will be supplied by the exclusive cleaning provider **Compass Group**.

For multi-day events, the venue will be cleaned prior to guest arrival and at the end of each day. Anything outside of a standard clean will be on charged to the hirer. The hirer must advise if there are any specific waste requirements as additional charges may apply.

The exhibitor is responsible for the removal and disposal of pallets, crates, and large packaging items. Failure to remove these items for the venue may incur additional charges



## FURNITURE

The Dunedin Centre has an extensive inventory of standard furniture available for use as part of your venue hire. Images of furniture are available on request.

# VENUE SERVICES



## WIFI

The Dunedin Centre has free Wi-Fi throughout the venue. We can set up a unique WIFI network and password for your event, we can also offer hard-wired internet setup at registration or at the exhibition area at an extra cost to the hirer.

Alternatively, our guest internet details can be provided 1 week out from your event as the password changes regularly.



## DIGITAL SIGNAGE

The Dunedin Centre has several digital screens located throughout the venue that you can use for wayfinding signage or as a display for sponsor brands.

The supported file format for our digital signage system is JPEG in 16:9 aspect ratio.

# EXHIBITIONS

---

## EXHIBITION CAPACITIES

### Town Hall

Trade 35-50 (additional space in foyer if necessary)

### Glenroy

Trade 23-30

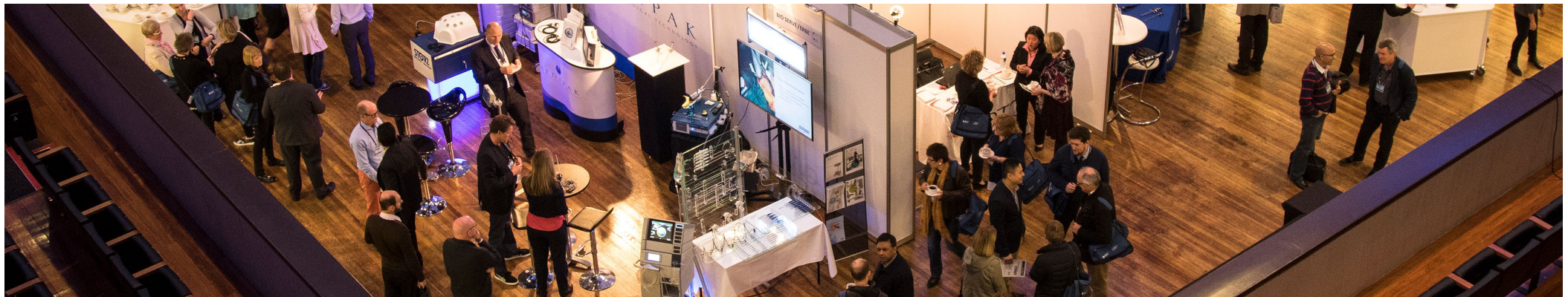
### Fullwood

Trade: 25

Please ask your Event Manager for venue floorplan with measurements. Our floorplans are also [available online here](#).

## RECOMMENDED SUPPLIERS

- Exhibition Hire Services
- Peek Exhibition





# EXHIBITIONS

---

## EXHIBITION BUILD & LOGISTICS

### Exhibition Pack In & Out

Pack in or out of the exhibition is deemed HIGH RISK and the area is classed as a construction site and we have strict guidelines during this time that must be adhered to:

- During pack in or out of the exhibition, all people onsite must be wearing high visibility clothing (at a minimum a high visibility vest). This includes all exhibitors, exhibition staff, contractors, and suppliers.
- Closed toe shoes must be worn at all times and exhibitors will only be allowed access to the venue during specified times.
- Exhibitors will only be allowed access to the venue during the specified pack in/out times. The exhibition build must be complete before any access to exhibitors will be permitted.

### Exhibitor Briefing

If you are holding an exhibitor briefing, venue staff can be present to answer any venue related questions that may be asked.

### Exhibition Floor Plans

An exhibition floor plan must be supplied to the venue no later than 14 days prior to the hire period for approval.

### Heavy Equipment

Any heavy equipment that is part of your exhibition, must be checked and approved by venue staff. Please provide weight and dimensions. If motor vehicles are being used as part of an exhibition, arrangements for access to the building will need to be made.

### Forklift

The Dunedin Centre does not own a venue forklift. They are available to hire from local branches that specialise in heavy machinery, we would recommend Hirepool. If a forklift is being hired in to be used onsite, then you must advise your Event Manager no later than 14 days prior to the event start date as a specific Traffic Management Plan needs to be put in place and there may be additional costs for this.

Anyone operating a forklift must have a driver licence for the appropriate class and an F (forklift) driver's licence endorsement together with a Forklift Operator Certificate. Any forklift brought onsite must also be registered and have a current warrant of fitness.

# EXHIBITIONS

## EXHIBITION BUILD & LOGISTICS

### Venue Trolleys

The venue has a number of trolleys onsite that can be made available to assist with pack in and out. There is also one pallet jack onsite that can be utilised.

### Road Closures/Loading Dock/Ramp

The loading ramp is 1.23m high and is located on Harrop Street. If the loading ramp is required for pack in and out for an event, a Traffic Management Plan needs to be put in place to close off Harrop Street at a cost to the hirer.

If you are expecting to bring in large equipment for exhibitions please discuss with your Event Manager. Please note the dimensions of the access point to the exhibition hall. **2.05m H x 2.3m W**

### Exhibitor Furniture

We can supply exhibitors with a clothed 1.8m trestle table and two chairs for a small hire cost. We would recommend contacting your exhibition supplier for any furniture over and above this.

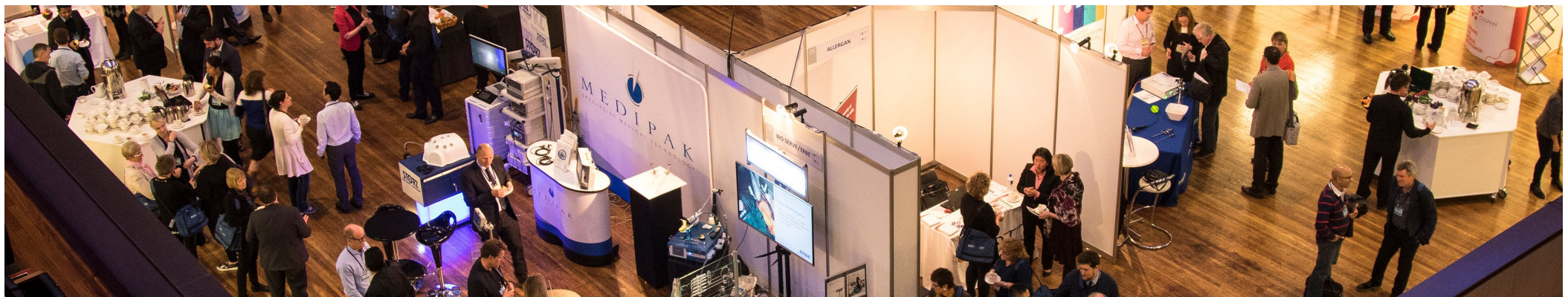
### Dimensions

You can refer to our venue dimensions on our floor plans online here.

### Venue Lift

If you need to bring a palette/s on site, please refer to our lift dimensions in case you need to access other levels other than the ground floor.

**1640mm W x 2300mm H x 2430mm L**



# DELIVERIES & STORAGE

---

Deliveries can be made to the venue within general working hours, Monday to Friday 8.30am – 5.00pm no earlier than 5 days prior to the event start date. If deliveries are made earlier than this, goods will not be accepted.

Please use the supplied delivery label ([available online here](#)). The delivery, receipt and custody of all goods are the sender's responsibility.

It is the responsibility of the hirer or exhibitor to arrange collection of any goods after the event has finished. Please have them labelled with a return address and contact phone number. All parcels must be collected from the venue by close of business on the final day of conference. Prior approval is required for any packages that need to be stored onsite post-event.

All conference supplies brought onsite by the hirer or exhibitors must be removed at the end of the conference. Any goods left at the venue for after the conference will be deemed abandoned and will be disposed of by the venue.

Storage onsite is strictly limited and in high demand – please discuss directly with your Event Manager.





# VENUE RULES

---

In respect of the Dunedin Centre, you must:

- Take care NOT to deface the venue or venue property in any way
- NOT write, stick, tack, screw or nail into walls, floors furnishings or ceilings
- Protect floors, walls and doors at all times especially during pack in and out of large installations or exhibitions
- Accept liability for any damage that guests or exhibitors may cause to the venue

Any damage may be on charged to the hirer.

## **Smoking**

The Dunedin Centre is a SMOKE FREE venue. Dedicated butt bins are located at each of the main entrances of the venue.

## **Animals**

NO animals or pets are permitted at the Dunedin Centre except for service animals.

## **Photography & Film**

Dunedin Venues reserves the right to photograph or video any events held on the premises of the Dunedin Centre. These images or films will be used for historical, marketing and/or promotional purposes.

## **Candles/Flames**

Naked flames are NOT permitted at the Dunedin Centre. Any candles on display must be contained within a vessel.

## **Glitter/Confetti**

Glitter and/or confetti are NOT permitted at the venue.

## **Haze & Smoke Machines**

Haze and smoke machines are permitted at the Dunedin Centre upon written consent from your Event Manager. Smoke detectors will need to be isolated in situations where haze or smoke machines are in use.

# LOST PROPERTY

---

## FOUND LOST PROPERTY

Any lost property must be handed in to a Dunedin Venues Staff member. The venue will keep a record of all goods. All reported items except valuables will be kept up to 60 days to be claimed.

If not claimed after this period of time, they will be disposed of. Valuables are held for a maximum of 2 weeks and then transferred to the Dunedin Central Police Station.

## MISSING LOST PROPERTY

To report lost property please complete our [online form](#).

This ensures we have received your inquiry and will be in touch if your item is found. If you do not hear from us within 10 working days, unfortunately your item has not been found.



# DELEGATE INFORMATION

---

## ACCOMMODATION

There are a number of accommodation options in a close vicinity to the venue. For further information on accommodation please contact your Event Manager.

## RESTAURANTS

### **Vault 21**

Discover an exceptional contemporary asian-fusion menu, meticulously designed by our award-winning team of Chef's here at Vault 21.

Focused on remarkable shared-plates and mains, constructed using carefully selected New Zealand suppliers. Savour their contemporary NZ cuisine with shared plates & cocktails inspired from Japan, Korea & China. Vault 21 not only succeed in providing quality and memorable meals, but also have an extensive bar serving a range of wine, beer and moreish cocktails. Outside of restaurant hours, Vault 21 transforms into Dunedin's leading nightlife venue featuring the city's top club DJ's.

View their website here [www.vault21.co.nz](http://www.vault21.co.nz)

### **Prohibition Smokehouse**

Situated in Dunedin's heart, The Octagon, enter a sophisticated environment, speckled with vibrant features, interesting delights and exceptional service to match. Prohibition stems from the roaring 20s era with a reimagined modern twist.

These highly recommended restaurants and bars are located in the heart of Dunedin City in the Octagon, just a one-minute walk from the Dunedin Centre. For more recommendations (and there are plenty of great finds in Dunedin!) reach out to our Event Manager.

View their website here [www.prohibitionSmokehouse.co.nz](http://www.prohibitionSmokehouse.co.nz)



# DELEGATE INFORMATION

---

## TRANSPORT

### Bus

The bus hub is just a short 5-minute walk from the Dunedin Centre located on Great King Street.

### Taxis

A taxi rank is located in the centre carriageway in the Octagon. If you need a taxi service arranged, please communicate with venue staff.

### Parking

There is no dedicated visitor carpark at the venue. Pay and display carparks are available in the Octagon and in surrounding streets. Located in close proximity to the Dunedin Centre is a secure covered Wilson carpark complex. This facility provides casual parking including early bird parking. Fees are listed below.

### Wilson's Parking

Upper Moray Place

Casual Fees from \$4.50 per hour

### Dunedin City Council Parking

Corner of Filleul Street & Moray Place

Mon - Fri (9am-6pm) - \$2.00 per hour

Sat (9am-6pm) - \$1.00 per hour

## NEAREST FACILITIES

### Medical Centres

Urgent Doctors Dunedin

18 Filleul Street, Dunedin

03 479 2900

### Dunedin Public Hospital

Emergency Department

Great King Street, Dunedin

### Antidote Pharmacy

Corner of the Octagon & George and Street (Across the road from the Dunedin Centre)

### Urgent Pharmacy

18 Filleul Street, Dunedin

03 479 2900

# RECOMMENDED SUPPLIERS



## GENERAL

### Production

- Strawberry Sound
- Southern Lights & Services
- Gravity Events

### Photographers

- Allison Images
- Clive Copeman
- Derek Morrison

### Transfers

- Go Bus
- Preston Black

### Plant Hire

- Blueskin Nurseries
- Wals Plant Land

### Florists

- Joseph Jones
- Estelle Flowers

## ENTERTAINMENT

### MC's

- Doug Kamo
- Melanie Kerr

### Bands/Entertainment

- LA Social
- DKCM
- The Funk Foundation
- MOJO
- Ynot

### Organ Player

- (Our organ is situated in the Town Hall)
- David Burchell

### Bag Pipes/Haggis Ceremony

- Piping Hot Haggis

# HEALTH, SAFETY & ACCESSIBILITY

---

## GENERAL H&S INFORMATION

The hirer must ensure all fire extinguishers, hoses, alarm panels, switches and emergency exits remain visible and accessible at all times. Venue staff will undertake regular premises checks, if something is not safe the hirer will be notified immediately to rectify.

The hirer, any contractors and all trade exhibitors must be inducted before commencing work. Inductions are completed online through google forms.

### **Prior approval is required for the following:**

- Naked flames including cooking equipment
- Confetti cannons
- Lasers
- Flammable/hazardous substances
- Welding or cutting equipment
- Gas
- Helium balloons
- Building a temporary structure over 1.5m high

Please submit a proposal in writing to your Event Manager outlining the purpose and how it will be used no later than 2 weeks prior to the event start date to allow time for approval to be issued.

## H&S ASSESSMENT FORM

A health and safety initial assessment form is required to be completed by the hirer and any other contractors involved with the event. Once completed and reviewed, the Safety & Wellness Manager will be in touch if any further action is required.

For any exhibitor involved in the event, a separate health and safety assessment form must be completed. Dunedin Venues need to know exactly what is being brought onsite and any electrical equipment MUST have a current test tag.

Health and safety forms will be provided to you by your Event Manager.



# HEALTH, SAFETY & ACCESSIBILITY

---

## OTHER H&S INFORMATION

### Hazards

A detailed hazard register is available upon request.

### Rigging

To ensure all health and safety standards are met, all overhead rigging must be approved prior to being installed.

### First Aid

First aid kits and a defibrillator are located throughout the Dunedin Centre and are available for use by the hirer. Dunedin Venues staff have completed first response training, but further professional service providers can be organised by Dunedin Venues upon request.

## ACCESSIBILITY

### Wheelchairs

Most areas in the Dunedin Centre are accessible by wheelchair. Access to the main Town Hall entrance is via either a lift at the Metro Theatre entrance off Moray Place or the door on the corner of Harrop Street and Moray Place. There are no obstructions to access the Glenroy Auditorium entrance. We have one venue wheelchair onsite to be used for emergency situations only. Accessible toilets are located in the basement and upper ground levels.

If wheelchair access is required to either the Town Hall or Glenroy stage please let your event coordinator know prior to your event.

### Hearing Loops

A hearing loop is available throughout the Dunedin Centre, signage is placed around the building.

### Braille

Braille is available inside each of the public lift signs to assist patrons finding their way to various levels throughout the Dunedin Centre.

# EMERGENCY PROCEDURES

---

In the event of an emergency, staff at the Dunedin Centre are trained in emergency response to ensure patron and staff safety from the possibility of injury or death.

If there is need for an emergency evacuation, all patrons are to leave the venue as safely and quickly as possible. All building occupants must evacuate to one of the three assembly areas. Outside the Dunedin Public Library on Moray Place, outside St Pauls Cathedral in the Octagon, or outside the Civic Centre in the octagon.

The Event Manager will provide the client with a health and safety briefing that should be included in housekeeping notes at the beginning of the event, keeping the patrons well informed of emergency procedures.

## FIRE

In the event of an emergency and the alarm system sounds, please evacuate the building using your nearest fire exit. Gather at one of the assembly points. Do not re-enter the building until the Building Warden has given you the all clear.

### **If you or a delegate discovers a fire:**

- Operate the nearest manual call point (red box)
- Telephone the Fire Service
- Dial 111

### **When you hear an alarm:**

- On the continuous sounding of the fire alarm, leave the building using the nearest fire exit
- Move quickly but do not run
- Gather at one of the assembly points
- Follow all instructions given by fire wardens/Dunedin Centre staff
- Do not linger in rooms or passageways
- Do not return to the building until the 'all clear' signal is given

## EARTHQUAKE

### **In the event of an earthquake please remain in the building:**

- Move away from any equipment or windows
- Drop to the ground, get under cover and hold on.
- Do not evacuate the building (unless instructed to do so)

## BOMB THREAT

- Advise Dunedin Centre staff of any suspicious letter or package – do not touch or move it
- Evacuation will be by word of mouth
- Follow instructions from the Dunedin Centre Staff or Police Officers

# APPENDIX

---

## COMMON EVENT ON-CHARGES

	ASSOCIATED COSTS (EXCLUSIVE OF GST)
<b>Security</b>	\$50 per hour per guard
<b>Audio-Visual Technician Onsite (during event)</b>	POA
<b>Room Flip</b>	\$500 per room
<b>Harrop Street Road Closure</b>	\$300 for initial closure \$85 each for additional day
<b>Linen</b>	\$10 per cloth
<b>Photocopying</b>	\$0.30 per sheet (subject to quantity)
<b>Piano Tune</b>	\$350 for standard tune
<b>Stage Extension</b>	\$300 per row of extension
<b>Stage Decks</b>	POA
<b>Hard-Wired Internet</b>	\$150 (base rate)
<b>Unique Wi-Fi Network &amp; Password</b>	\$50
<b>Choir Riser Removal (on Town Hall stage)</b>	\$1000
<b>Town Hall Hand Rail Installation (on gallery level)</b>	\$1000

*Costs are likely to increase at the end of each financial year, please use the prices above as an approximate.*