

St Andrew's Presbyterian Church

# THE LINK

COMMUNITY AND BUSINESS CENTRE



*Effective from October 2021*



# Welcome

The Link is a unique facility offering a range of rooms for hire.

Our venue is a quiet, spacious environment with wheelchair access and limited off-street parking, located close to the Hamilton CBD.

We look forward to meeting with you to discuss how we can best facilitate your community or business event.

The Link Manager

Ph: 07 855 3190

Email: [thelinkmanager@standrewshamilton.org.nz](mailto:thelinkmanager@standrewshamilton.org.nz)

Website: [www.thelink.org.nz](http://www.thelink.org.nz)

Office hours: Monday to Friday 8.30am to 5.00pm

*The Link*

## Room Options

### Cattanach Hall

Large room with a built-in audio-visual system (eight speakers) suitable for training, workshops, large meetings, etc.

### Purdie Hall

Large room with a built-in audio-visual system (eight speakers) suitable for training, workshops, large meetings, social events, etc. It adjoins the main kitchen, which is perfect for self-catered events.

*The Purdie and Cattanach Halls can be joined into one large space by opening up the folding wall between them, providing an ideal environment for those larger occasions.*

### Mary Bryant Commons

L-shaped room ideal for small workshops or social events. Main area (4.5m x 10.3m) adjoins the main kitchen and has a lounge area (4.5m x 5.9m). External access to an outdoor area, with seating, and a fenced playground for young children.

### Gilbert Gallery

Accommodates up to 40 people, reception-style, and may be used in conjunction with the halls and/or Mary Bryant Commons.

### Kitchen

Fully operational kitchen with steriliser- dishwasher and two serveries – one for the Purdie Hall and one for the Mary Bryant Commons.

*(Room Options continued on page 6)*

***Pricing and additional features on pages 4-5***

All prices in this brochure are GST exclusive	Both Halls	Cattanach Hall	Purdie Hall	Kitchen	Mary Bryant Commons	Media Room	Fellowship Lounge	Meeting Room 2	Meeting Room 3
<b>Cost/hour</b> (minimum 2 hours)# – Commercial (per hour) – Community (per hour)	\$105.00 \$65.00	\$46.00 \$30.00	\$59.00 \$35.00	\$25-\$90 per event	\$32.00 \$27.00	\$43.00 \$32.00	\$43.00 \$32.00	\$18.00 \$16.00	\$18.00 \$16.00
Size (m)	16.2 x 13.5	7.1 x 13.5	9.1 x 13.5		See page 3	6.1 x 7.9	6.3 x 8.0	3.3 x 4.5	3.3 x 4.3
Room Layout & Capacity									
– Banquet	140	—	70		14	—	—	—	—
– Boardroom	—	32	38		—	22	22	8	8
– Café (casual)	120	48	60		30	25	30	—	—
– Classroom (formal)		40	50		—	18	18	—	—
– Standing (eg, cocktail party, afternoon tea)	200	80	120		50	—	40		
– Theatre	200	80	100		—	50	35	—	—
– U-shaped	—	30	34		—	18	21	—	—
Additional features*									
– Air conditioning				•		•	•		
– Audio-visual system	•	•	•			•			
– Carpeted floors						•	•	•	•
– Fans (ceiling)	•	•	•						
– Heating	•	•	•		•	•	•	•	•
– Whiteboard (fixed)						•	•	•	•

#### \*Additional Features

The following mobile items are also available:

- |  |                       |
|--|-----------------------|
| – Data projector                       | \$40.00 per event/day |
| – Whiteboard (portable)                | No charge             |
| – Flipchart stand (paper not supplied) | No charge             |
| – Tables and chairs                    | No charge             |

#### Internet/Wi-Fi

Free Wi-Fi available

**# See Terms and Conditions  
on back page**

#### Additional Hireage Items

- |   |                    |
|---|--------------------|
| Cutlery and crockery (up to 120 settings)                               | \$3.00 per setting |
| Staging (with skirt and steps)<br>(four panels, each L2m x W1m, H600mm) | \$10.00 per hour   |
| Tablecloths – Black or white  | \$6.00 per cloth   |

# Room Options (continued)

## Media Room

Medium-sized room ideal for training, workshops and meetings. This room has a built-in audio-visual system and has some sound-proofing.

## Fellowship Lounge

Medium-sized room ideal for training, workshops, meetings, social events, etc. Includes a small kitchenette suitable for self-service, and a single-drawer dishwasher.

## Meeting Room 2

Small room suitable for interviews, counselling, training and small workshops, or as an office or small board room.

## Meeting Room 3

Small room suitable for interviews, counselling, training and small workshops, or as an office or a small board room.

## Set-up/Pack-down

\$37.00/hour/staff member. There is no charge for self-care but please note that a fee may be applied if a room is not returned to its default setting (as per the room checklist that will be provided).

*Pricing and additional features on pages 4-5*

## Photocopying

Photocopying/printing services can be provided on request. **Cash only basis** (unless by prior arrangement).

- \$0.20 A4 b&w single-sided (\$0.30 double-sided)
- \$0.40 A3 b&w single-sided (\$0.60 double-sided)
- \$1.20 A4 colour single-sided (\$1.80 double-sided)
- \$2.40 A3 colour single-sided (\$3.60 double-sided)

# Tea/Coffee Options

## Option 1

Provide your own tea/coffee supplies. Set up own tea/coffee station and clean up afterwards. (You may wish to bring disposable cups and plates.) A service charge will apply when The Link staff have to clean up.

**\* A set fee of \$25.00 will apply** for use of the Kitchen or the Fellowship Lounge kitchenette.

## Option 2

- \$3.00/person/serving
- \$2.00pp/additional serve

The Link provides instant coffee, tea, milk and sugar, sets up the tea/coffee station and cleans up afterwards.

## Option 3

- \$4.00/person/serving
- \$2.50pp/additional serve

The Link provides filter coffee, tea, milk and sugar, sets up the tea/coffee station, and cleans up afterwards. (Limit 50)

## Please note:

**Options 2 and 3 are only available during business hours.**

## Drinking water

Water is complimentary to daytime room bookings.

## Catering

You may arrange catering with your preferred caterer if you wish food to be served. We can suggest the names of several caterers. We also suggest you request serviettes from your caterer as we do not provide these.

# Terms and Conditions

- ▶ Health and Safety: Please ensure you have read and signed off our Health and Safety *Use of The Link* document.
- ▶ The Link is a smoke-free zone, both indoors and outdoors.
- ▶ All bookings are at the discretion of The Link Manager. The Link may be hired from Monday to Saturday. Sundays are reserved for parishioner use only.
- ▶ Rooms are available for regular events or “one-off” occasions. The minimum requirement for room hire is a two-hour booking with a minimum of half-hour increments thereafter.
- ▶ Rooms may be booked individually or in any combination (subject to existing bookings). Conference organisers or wedding parties may book the Centre at an agreed price.
- ▶ A non-refundable deposit of 50% of the invoice is required for all bookings, with full payment two weeks prior to your event (unless arranged otherwise with The Link Manager). This deposit may be retained if the booking is cancelled seven days or less before the event.
- ▶ Consumption of alcohol is permitted, subject to The Link Manager’s approval. If alcohol is to be sold for on-site consumption, a permit to do so must also be obtained from Hamilton City Council. The client is also required to read and sign off on St Andrew’s *Policy on Alcohol*.

## THE LINK COMMUNITY AND BUSINESS CENTRE

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