

Laura Fergusson Trust Wellington - Venue Hire



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Thank you for your enquiry about hiring Laura Fergusson Trust (LFT)'s Abilities Hub as a venue for your upcoming event.

The Abilities Hub is a fully accessible facility with a commercial size kitchen. It can be made available to hire for meetings, workshops, small conferences and functions that are either hosted by a member of our community and/or are directly related to the mission of LFT.

You will appreciate that LFT is home to the core members of our Community; further, Council requires that our facilities are maintained and used in keeping with our residential setting. For these reasons, when considering hiring the Abilities Hub you should note that:

- alcohol cannot be served or consumed at functions;
- a senior LFT staff member must be present at functions held after our main reception is closed; (this may be represented in the hire fee);
- functions need to respect the general LFT community norms (e.g. smoking can only take place in the designated area and noise must be kept to reasonable levels); and
- any specific set-up or cleaning requirements for functions in the Abilities Hub need to fit around every-day LFT operations.

The hire charge for the Abilities Hub depends on the nature of your event and any specific venue (or other) requirements that you may have.

As a guide the usual rate for half-day hire of the whole Abilities Hub is \$150 + GST (Please note this rate is negotiable and does not include the hire costs of any further equipment, sound system or catering needs)

To enable us to give you a more accurate quote for your event please provide us with the initial information on the attached Venue Hire Request form and email this to reception@lft.org.nz. We will then make contact with you to discuss your requirements or alternatively you can contact us with your enquiry between 9am – 5pm, Mon – Fri on (04) 567 6024.

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Laura Fergusson Trust Wellington can provide the following conference/meeting/social event options for your consideration:

Room Set Up Style	Room Capacity (pax)	Room Inclusions	Extra Costs
U Shape/Boardroom	Recommend 12 Capacity 16	Tables, Chairs, Flat screen TV, DVD, Portable Small Whiteboard, Projector to wall, Kitchen facilities (pre-booked only), Tea/Coffee buffet, Open air deck	Technical/Equipment Catering Sound System
Classroom	Small Room = 8 - 12/Large Room = 40	Tables, Chairs, Flat screen TV, DVD, Portable Small Whiteboard, Projector to wall, Kitchen facilities (pre-booked only), Tea/Coffee buffet, Open air deck	Technical/Equipment Catering Sound System
Demi Theatre	Recommend up to 32 Capacity 40 (Layout dependent)	Tables, Chairs, Flat screen TV, DVD, Portable Small Whiteboard, Projector to wall, Kitchen facilities (pre-booked only), Tea/Coffee buffet, Open air deck	Technical/Equipment Catering Sound System
Full Theatre	Room capacity seated is 80	Tables, Chairs, Flat screen TV, DVD, Portable Small Whiteboard, Projector to wall, Kitchen facilities (pre-booked only), Tea/Coffee buffet, Open air deck	Technical/Equipment Catering Sound System
Café/Casual Style	Recommend 40 seated or up to 100 standing	Tables, Chairs, Flat screen TV, DVD, Portable Small Whiteboard, Projector to wall, Kitchen facilities (pre-booked only), Tea/Coffee buffet, Open air deck	Technical/Equipment Catering Sound System
Full Use of the Kakapo Building	Dependant on use and set up	Dependant on use and set up	Technical/Equipment Catering Sound System
Full Use of the Hub Building	Suitable for various conference/meeting set ups as above, dinners, café style setting, and active workshops.	Tables, Chairs, Flat screen TV, DVD, Portable Small Whiteboard, Projector to wall, Kitchen facilities (pre-booked only), Tea/Coffee buffet, Open air deck	Technical/Equipment Catering Sound System

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U Shape / Boardroom Set Up - Recommend 12 but can seat 16



This style uses the sectioned off room of our main hub building. The access to this room is directly off the main reception foyer. The room has the lovely advantage of plenty of natural light from the driveway windows and doors that open onto a sheltered deck. The deck can be used as another breakout area (in fine weather) and is included in the room hire. The room has drapes that can be used to close out the natural light if movies or media are difficult to view.

This room has the capacity to be set up in three directions. If you are not using the television for slideshow presentations or movie clips then you can be seated facing the deck/outdoors or if you prefer not to see the weather outside (and potential distraction) we can set the room with the participant's backs to the deck.

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Classroom Set Up – Small Room = 8 -12pax (16 max), Large Room = 40 pax (Set up dependent)



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Demi Theatre Set Up - Recommend 24 - 32 but can seat 40 (not facing TV Screen)



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This room can be set up facing the TV screen for presentations or can be set up facing the divider wall. This set up would allow use of a projector and screen which you can hire at extra cost (we can arrange this for you). Setting up the room this way does allow for further seating - up to 40 pax.

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Full Theatre or Full Use of Hub – Can be used for Seated Theatre or Café/Casual Style



This room can be used for almost any purpose that fits within the LFT community norms.

The room has a large kitchen facility, a small café bar machine with tea, milo and coffee facilities, a sectioned off computer area housing 6 PC's, a lovely outdoor deck area, and the main room which can be sectioned off into one smaller room and a larger break out area with two entrances from the main reception and one from the external driveway.

We are happy to negotiate the use of this room upon enquiry.