



The Valley Project Community Rooms – 2025

Room Hire: Terms and Conditions

Please read these Terms and Conditions carefully. By booking and using the Valley Project community rooms, you agree to uphold these responsibilities. Failure to comply may result in restrictions on future room bookings.

Reception Hours

Reception is staffed **Monday to Thursday, 9am – 2pm**.

Upon booking a community room you will be given access via a **key from a lockbox**, which includes only access to the specific room you have hired and the toilets. Instructions will be provided in advance.

For all bookings or inquiries, contact:

reception@northeastvalley.org

Building Address

The Valley Project, 262 North Road, North East Valley, Ōtepoti (Dunedin)
(Next to North East Valley Normal School)

Limited parking available on-site. On-street parking nearby.

Booking Rates (incl. GST)

- **Fred Hollows Room** - \$25/hour
- **Te Pūtaka Room** - \$23/hour
- **Quiet Room** - \$13.50/hour

Payment options: Cash, EFTPOS, bank transfer, or invoiced (due within 7 days).

Cancellations

- Cancel **5+ working days prior** for a full refund.
- If cancelled **within 5 working days**, full payment is required unless otherwise arranged.
- Credits may be issued at the staff's discretion.

Concession rates may be available upon request and are granted at the discretion of the Valley Project Manager.

Facilities

- Each room includes cleaning supplies, mugs, crockery, and hot water.
- **The Quiet Room** shares kitchen access with Te Pūtaka.
- Toilets (including an **accessible toilet and shower**) are between Fred Hollows and Te Pūtaka rooms.
- Only use **whiteboard markers** on whiteboards.
- TV systems are available in Fred Hollows and Te Pūtaka rooms. A projector is available for hire – please enquire.
- Guest **WiFi** is available – the password code is posted in all rooms.
Note: Internet access is automatically switched off overnight.

Please leave all facilities clean and in good condition. Failure to do so will result in cleaning fees.

Noise

Please be respectful and keep noise to a reasonable level.

Fire Evacuation Procedures

Please familiarize yourself and attendees with emergency exits and procedures:

1. Activate the fire alarm.
2. Call **111** to report the fire.
3. Exit directly to the **car park**.
4. **Assembly point:** By the painted Valley Project sign at the edge of the car park.
5. During office hours, please follow the instructions of our **Fire Warden**.
6. Out of office hours after calling **111**, **contact James Sutherland (Chair): 027 397 8909**.

Other Emergencies

- Call **111** in an emergency.
- If emergency services are not required but assistance is needed, contact:
James Sutherland (Chair): 027 397 8909.

Before You Leave – Checklist

Please leave the room clean, secure and ready for the next user:

- Lock **internal toilet doors** and **all external doors/windows**.
- Turn off all **lights and heaters**.
- Wash, dry and put away all dishes (use provided cloths and sprays).
- Check toilets are clean and tidy.
- Vacuum floors and remove any rubbish (especially event-related waste like wrapping paper, balloons, disposable plates, etc.).
- Return all furniture to its original position.
- Take **all your belongings**.
- Ensure **no unauthorised persons** remain in the building.
- Before leaving please return the key to the lock box and ensure the door is locked.
- Report any problems or concerns to reception.

Agreement

I, _____,
Agree to the above Terms and Conditions

Signed: _____

Date: _____