



Hireage of Facilities

West Wing // LOUNGE

The West Wing Lounge is a modern and multi-functional space designed for between 10-20 people. Various events and activities suited to the Medium Meeting Room are listed below:

- *meetings*
- *workshops / seminars*
- *training courses*
- *coaching clinics*

Location: Located in the West Wing of the ABC building, with access to the following spaces:

- *Cairnmuir/West Wing Large Room*
- *Main Kitchen*
- *Bathrooms (2x Unisex)*

Room Size: 54m² (8.5m x 6.4m)

Facilities: The Medium Meeting Room is typically furnished with the following:

- 2x 3-seater couches
- Coffee Tables
- High-Wall Heat Pump
- Wireless internet (see below)

Additional: Depending on other events the Large Meeting Room can be combined with the Main Kitchen (see additional rates), providing direct access to a full commercial-Kitchen (Tea and Coffee making facilities, as well as a Fridge, Microwave and Oven).

Hireage Rates¹:

NOTE: All figures listed below are GST exclusive.

	MAXIMUM NUMBER OF PEOPLE	HOURLY RATE ²	HALF DAY (3-4 HOURS)	FULL DAY (5-8 HOURS)
MEDIUM MEETING ROOM	20	\$ 23.00	\$ 66.00	\$ 111.00

	HALF DAY (3-4 HOURS)	FULL DAY (5-8 HOURS)
Internet Access (unlimited)	\$ 10.00	\$ 20.00
Data Projector	\$ 20.00	\$ 30.00
Portable Projector Screen	\$ 10.00	\$ 10.00
Laptop Computer	\$ 20.00	\$ 30.00
Large/Small Whiteboard	\$ 10.00	\$ 10.00
Coffee and Tea supplies	\$ 3.00 pp	\$ 3.00 pp

¹ Rates current as at February 2026

² Minimum hire 2 hours

Deposit: Typically a deposit of 30% of the total booking cost is required to confirm the booking. This can be arranged with the Operations Manager and is payable prior to the booking.

Cancellation: For bookings cancelled up to 14 days prior to the event the hirer/group will be refunded the deposit minus a \$50 processing fee.
For bookings cancelled within 14 days of the booked event the deposit is non-refundable.

Invoicing: Following the hireage an invoice with any outstanding charges will be sent to the main person responsible for making the booking.

Cleaning: Each group using the facilities is expected to leave it in a reasonably clean and tidy condition upon departure. Failure to do so may incur additional cleaning charges.

Enquiries / Bookings: For more info or to make a booking feel free to get in contact with one of the people listed below:

Jody Payne

Operations Manager

office@alexchristian.co.nz

022 522 7094

Tuesday - Thursday | 9am – 1pm

Craig Ashby

Lead Pastor

craig@alexchristian.co.nz

027 5483 463 | (03) 448 6136

Sunday – Thursday | 9am – 5pm



West Wing LOUNGE

