



ST ANDREW'S CENTRE

An inspiring place to meet

Welcome to St Andrew's Centre

The historic St Andrew's on The Terrace is a much loved Wellington landmark as well as a cultural, spiritual and intellectual hub.

What many people don't know is that, tucked away behind the church, is a brand new multi-purpose complex providing full-service meeting facilities.

The St Andrew's Centre has all the essential technology and facilities you would expect from an inner-city professional venue but with a unique character – a real warmth and personality.

There's a welcoming spirit at the St Andrew's Centre, from our dedicated on-site Centre Manager to the large airy rooms flooded with natural light. A lift gives full access to all the meeting rooms.

Whether it's for large planning meetings, or small creative brainstorming, St Andrew's Centre is a truly inspiring place to meet.

*If you haven't seen the facilities at the St Andrew's Centre call David, our Centre Manager, on **472 9211** or email reservations@standrews.org.nz to arrange a visit.*

"This place is different. You can feel it when you walk in. It's not intimidating like a hotel."

Meeting organiser

St Andrew's Centre facilities

Conference Rooms

The three Conference Rooms are upstairs. Each room has adjustable lighting and excellent natural light along with a heat pump.

Conference Room 1

Seats approximately 40 people theatre style or 16 around tables. There is direct access to the kitchenette and a connecting servery hatch. *Dimensions 7.4m X 5.7m.* Located on Level 2.



Conference Room 2

Seats approximately 25 people theatre style, 10 - 20 in a circle or 10 around tables. There is close access to the kitchenette. *Dimensions 6.8m X 4m.* Located on Level 2.



Conference Rooms 1 & 2 combined

Conference Rooms 1 & 2 can be opened up into one large room. Seats approximately 60 – 70 people theatre style, and 40 people café style.



Conference Room 3

Seats up to 40 theatre style and 24 around tables. The kitchen for this room is downstairs or there is a small kitchenette with sink and water boiling unit in the lobby outside the room. *Dimensions 8.4m x 5m.* Located on Level 1



Common Room

The Common Room is located upstairs. Seats approximately 30 people theatre style or 15 in a circle. There is a heat pump, adjustable lighting and good natural light. *Dimensions 5.2m x 4.7m.* Located on Level 2.



Church

Standard seating is for 180 (two columns of 10 rows of nine chairs). Extra chairs are available from the Hall and Green Room taking the seated capacity on the ground floor to 230. Including the gallery, maximum seating capacity is 300. The church has a Steinway C piano, a baroque organ and professional sound system (see below).

Floor plan with dimensions is available on request.



Church sound system

The church has a sound mixer and wireless microphone receivers, two lapel microphones and two hand-held microphones. An iPod or mp3 player can be plugged in (but is not supplied). A CD player is included. It is advisable to have a St Andrew's sound operator if you need to use more than the lectern microphone. The church is fitted with a hearing loop. Please enquire for more information.



Hall

The Hall holds approximately 300 people standing or 200 theatre style. It has good natural light, a server from the main kitchen, dimmable lighting and sound system. Heating is from six gas panel heaters. 65 chairs are kept in the hall available for setting out. More chairs can be brought in as required. *Dimensions 16.8m x 9.6m.* Located on the ground level.

Note that the hall in this photograph was set up by the Bolton Hotel for a National Conference. St Andrew's does not supply white cloths.



Green Room

The Green Room is the closest room to the church and is available for performers and small groups. Seats up to 15 people. There is a heat pump and adjustable lighting *Dimensions 3.4m x 5.7m.* Located on the ground level.



Kitchens

Main kitchen

The main kitchen is downstairs next to the Hall. It has a full size catering oven (electric) and gas hobs, a 50 litre boiling water dispenser and a small quantity boiling tap over the sink. A microwave oven, commercial dishwasher and fridge are also provided along with crockery and cutlery. A servery opens into the Hall.



Upstairs kitchen

A smaller kitchen is located upstairs next to Conference Room 1 on level 2. It has a dishwasher, fridge and a microwave but no oven. The tall tap on the right gives instant boiling water. There are large and small plates, glasses, wine glasses and cutlery available at no extra charge. There is no additional cost to use the kitchen. It is a shared space with other rooms on this level. Please leave it clean and tidy and wash all dishes. A servery opens into Conference Room 1.



Kitchenette

There is a small kitchenette outside Conference Room 3 on level 1. It has a small sink and water boiling unit. Please use the downstairs kitchen if you wish to have a larger space with a dishwasher.



Bathrooms

The main bathrooms are located downstairs to the right of the staircase. Two unisex bathrooms are available upstairs on level 2.

If you would like to come and view the room/s you have reserved, or to look at our facilities before the day of your reservation, please phone David, our Centre Manager, on 472 9211 to arrange a time to visit.

*“It’s a great venue
at a great
location.”*

Business facilitator

Schedule of fees

Effective 1 February 2015

Conference Room 1 or Conference Room 3

Full Day	\$260 + GST	Half Day	\$175 + GST
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Conference Room 2 or Common Room

Full Day	\$220 + GST	Half Day	\$130 + GST
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Conference Rooms 1 & 2 opened as one large room

Full Day	\$350 + GST	Half Day	\$220 + GST
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Rainbow Room

Full Day	\$175 + GST	Half Day	\$100 + GST
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Church

Full Day	\$480 + GST	Hourly	\$105 + GST
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Hall

Full Day	\$390 + GST	Half Day	\$260 + GST
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Green Room

Full Day	\$205 + GST	Half Day	\$120 + GST
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Equipment hire

Data projector	\$75 + GST	Screen	\$30 + GST
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Data projector & screen	\$100 + GST	Wi-Fi	Complimentary
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Teleconferencing phone	\$50 + GST	Hall sound system	\$50 + GST
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Technical set up	\$45 + GST	Electronic whiteboard	\$45 + GST
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Flip chart pads	\$22 + GST	Sticky flip chart pads	\$57 + GST
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Portable PA system	\$26 + GST	Whiteboards	Complimentary
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Services (optional)

Tea and coffee service	\$5pp incl. GST one serving	\$8pp incl. GST 2 -4 servings
Setting up conference room and packing up		\$55 + GST
Setting up hall and packing up		\$75 + GST
Kitchen service – clean up and wash your dishes, plates etc		\$60 + GST
Cleaning charge if required		\$60 + GST

Note - A Full Day is equivalent to eight hours on the same day, and also applies if the reservation carries over from the morning to the afternoon. If the hours straddle noon, we charge a full day. If the hours are for part of the morning or afternoon, we charge a half day.

We offer discounted rates to community groups. Please call David, our Centre Manager, on 472 9211, for more information.

Catering

We recommend the following caterers in the Wellington area.

Food Envy: www.foodenvy.co.nz, ph 021 061 5365

Seasoned and Dressed: www.seasoned.co.nz, ph 04 914 6523

Blue Carrot Catering: www.bluecarrotcatering.co.nz, ph 04 568 8838



Menus and prices are available on their websites. Please order directly from the caterer and advise David, our Centre Manager, of the order you have made.

Or, if you prefer, you are welcome to make your own catering arrangements.

Tea and coffee service (available weekdays 8.30am – 5.00pm)

We can provide a selection of plunger coffee, speciality teas and chilled water for you. This will be set up for you at different times through the day. We also clean up the cups at the end of the day.

Surplus food following your event

If you have leftover food following your event, we call The Free Store who will come and collect the food and give it to the poor and needy.

The Free Store
thefreestore.org.nz

About St Andrew's on The Terrace

St Andrew's on The Terrace is a vibrant church, a spiritual, cultural and intellectual hub in central Wellington.

Our mission is to create a lively, open Christian faith community, to act for a just and peaceful world, and to be catalysts for discovery, compassion and celebration in the capital.

The many public events held at St Andrew's are part of our identity and mission. Supporting the arts and public conversations about social and religious issues are core activities for our community.

“There isn't really a comparable venue.”

Community choir