



Facilities Brochure

rooms@royalsociety.org.nz

04 472 7421

11 Turnbull Street
Thorndon Wellington



EXPLORE | DISCOVER | SHARE

Why Choose Us?

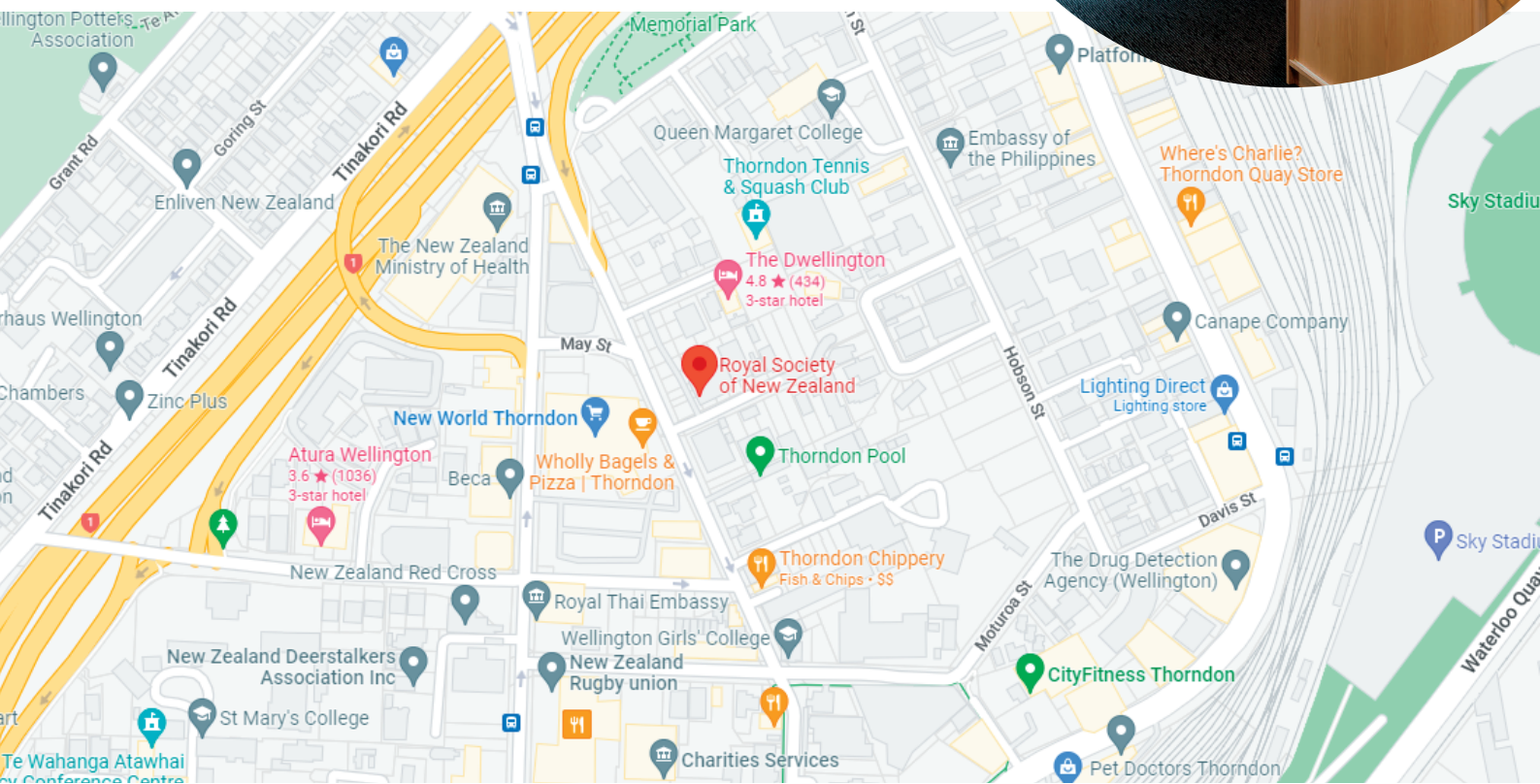
We offer modern purpose-built meeting & conference facilities. Ideal for a variety of corporate events, from small meetings, all-day workshops and seminars.

Each room offers natural light and pleasant surroundings.

Our venue is conveniently located in Thorndon, Wellington and is built to state-of-the-art earthquake proof standards

A 5-10 minute walk from train and bus stations and with easy access from the motorway onto Murphy Street.

Please note there is no parking available.



Aronui Lecture Theatre

Room Features

- Ground floor
- Air conditioning
- Built in projectors
- Screens in 3 positions
- Hearing loop
- Wheelchair access
- External garden courtyard
- Floor hubs for electronics
- Free Wifi
- Whiteboard
- Chilled filter water
- Mints

Room Capacity

- Theatre 150
- Classroom 80
- Cocktail 165
- Boardroom 50
- U Shape 35
- Banquet 80

Pricing: \$200 per hour ext GST



Kete o te Wānanga

Room Features

- Ground floor
- Air conditioning
- Built in projectors
- Wheelchair access
- Interactive presentation panel
- Floor hubs for electronics
- Free Wifi
- Whiteboard
- Chilled filter water
- Mints

Room Capacity

- Theatre 40
- Classroom 30
- Cocktail 50
- Boardroom 25
- U Shape 18

Pricing: \$170 per hour ext GST



Whare Hui 1 & 2

Room Features

- First Floor
- Stair & lift access
- Air conditioning
- Built in projectors & screens
- Wheelchair access
- Floor hubs for electronics
- Free Wifi
- Whiteboard
- Mints

Room Capacity

- Boardroom 16

Pricing: \$80 per hour ext GST



Housekeeping

The meeting coordinator is responsible for their attendees. Please keep an up-to-date attendance list, which can be used to check everyone is accounted for at the Assembly Point, pictured here on the right.



Fire

- Sirens will sound together with a voice recording requesting immediate evacuation to the nearest Exit.
- Hands must be free during an evacuation; please leave coats, bags, unless they can be secured safely on your back or shoulder. No phones or drinks to be carried out.
- Emergency Wardens will assist all building occupants to evacuate the building safely to the Assembly Point.

Earthquake

- 'Drop, cover and hold'. Once the shaking has stopped, await instructions from the Emergency Wardens.
- This building is inside the tsunami safe zone.
- The nearest Civil Defence Community Hub is situated over the road at Thorndon School, accessed on Turnbull Street.

Bathrooms

- Ground Floor behind Reception
- Level One at the end of the landing.

AED Starter

- An 'AED Heart Starter' is located in the Reception Area.

FAQ

Parking

On weekdays during business hours there is no onsite parking. There is metered parking on Murphy Street.

Hours of Business

Standard hours of hire are 8.30am - 4.30pm. Bookings outside these hours may incur extra charges.

Tea & Coffee

Up to 3 hours \$5pp / over 3 hours \$10pp
Unlimited!

Catering

Catering is provided by external parties. We are happy to organize this for you. We work closely with several very experienced and professional catering companies who are familiar our facilities.

Maximum catering capacity is 80pax. You must advise us if you arrange your own caterers. Note; Our facilities are not available for food preparation or heating.

Audio Visual

Additional Items	Under 3 hrs	Over 3 hrs
PC package includes the use of laptop, projector and pointer or interactive presentation panel.	\$70	\$100
Videoconference Unit	\$100	\$150
Lectern with Microphone	\$25	\$40
Handheld or Lapel Microphone	\$25	\$40
Flipchart Stand & Paper	\$25	\$40