

# → KIA ORA

## WELCOME TO



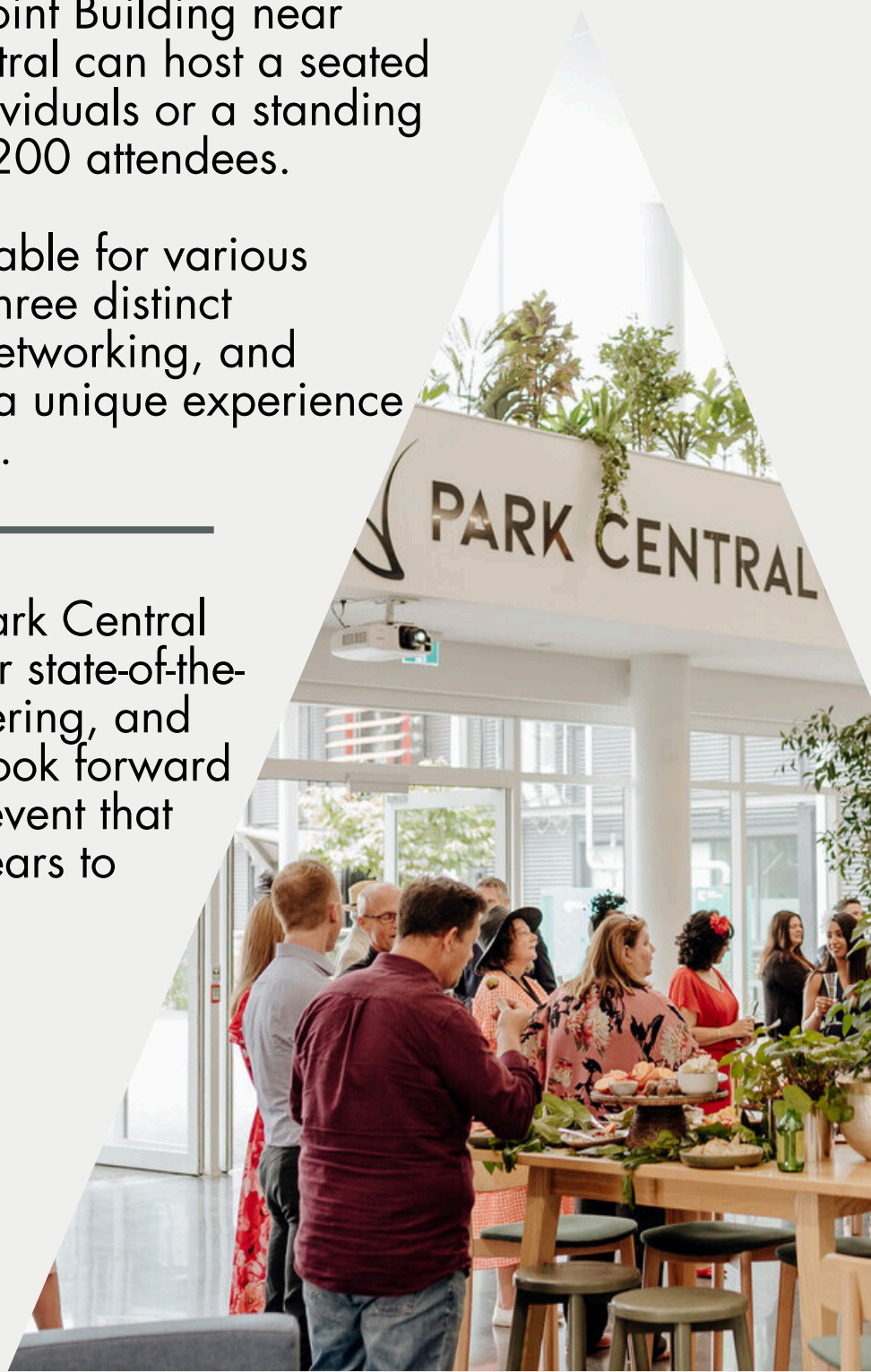
**PARK  
CENTRAL**

AT WAIKATO INNOVATION PARK

Situated at Waikato Innovation Park on the ground floor of the Skypoint Building near Weave Eatery, Park Central can host a seated dinner for up to 100 individuals or a standing canapés event for up to 200 attendees.

Our flexible venue is suitable for various occasions. We provide three distinct packages: Corporate, Networking, and Functions, each offering a unique experience tailored to specific needs.

Book your next event at Park Central and take advantage of our state-of-the-art facilities, delicious catering, and exceptional service. We look forward to helping you create an event that will be remembered for years to come.



# CORPORATE PACKAGE

SUITED FOR PRESENTATION/SEMINAR TYPE EVENTS

Park Central will feature theatre-style seating facing our projector, accommodating up to 100 people. Weave Eatery are on site and able to cater food and beverages according to your preference.

**WEEKDAYS 4PM-9PM - \$650.00**

**SATURDAY OR SUNDAY (ALL DAY) - \$1,500.00**



# NETWORKING PACKAGE

IDEAL FOR GATHERINGS THAT PROMOTE GUESTS TO MIX AND SOCIALISE FREELY

This package is ideal for a relaxed or less formal gathering, tailored for standing and mingling. While some seating options are provided, they may not accommodate all guests, depending on the size of your group. Weave Eatery offers canapés/nibbles along with a variety of beverage choices. This package is suitable for events with up to 200 standing guests.

**WEEKDAYS 4PM-9PM - \$650.00**

**SATURDAY OR SUNDAY (ALL DAY) - \$1,500.00**



# FUNCTIONS PACKAGE

IDEAL FOR PRIVATE EVENTS, OFFERING A MORE TRADITIONAL SIT DOWN DINNER SETUP, PERFECT FOR GATHERINGS, WORK DO'S AND CELEBRATIONS.

Looking for a perfect package for a work do or celebration? The Functions Package catered by Weave Eatery is the perfect option. With the help of Royal Laboratorie, Park Central will be transformed into a beautiful dining area suited to you and your event.

**WEEKDAYS 4PM-9PM - \$650.00**

**SATURDAY OR SUNDAY (ALL DAY) - \$1,500.00**





# INCLUSIONS:

- BAR LEANERS AND LIMITED SEATING
- PROJECTOR, MICROPHONE, AV, SPEAKER SYSTEM

# AVAILABLE AT EXTRA COST:

- CATERING AND BEVERAGE SERVICES
- DESIGN / STYLING OPTIONS
- EXTRA TABLES AND CHAIRS FOR BANQUET STYLE.

# STYLING/DESIGN OFFERINGS:



[admin@royallab.co.nz](mailto:admin@royallab.co.nz)

Royal Laboratorie provides assistance in making your event unique in terms of style. They offer a variety of items including glassware, table setups, and decorations. Pricing will be determined based on your event requirements and preferences.



# CATERING OFFERINGS:

After discussing details Weave Eatery will work closely with you to confirm the pricing for your catering based on your requirements and preferences.



[catering@weaveeatery.co.nz](mailto:catering@weaveeatery.co.nz)



# HEALTH & SAFETY

## PARK CENTRAL

### EVACUATION INSTRUCTIONS

if the fire alarm sirens sound continuously, please follow these instructions:

- Assist to evacuate mobility restricted persons to the safest possible location.
- Everyone must evacuate quickly by the nearest exit (follow the building exit signage)
- Comply with any requests issued by the building wardens (identified by wearing an orange jacket and/or red cap) and Floor Wardens (identified by wearing a white cap) or the Waikato Innovation Park assigned staff member.
- Do not panic and do not run
- Do not use the lifts - only the stairs
- Do not take any items, heavy equipment, or personal belongings with you
- Assemble clear of any buildings or roads in the courtyard between the SkyPoint and Torutek Buildings (the evacuation notice is by the entrance door of the conference centre)
- Do not re-enter the building until the all clear is verbally given by the Building Warden or Fire Service Staff
- If the siren turns off, this is not the all clear signal

### INCIDENTS AND ACCIDENTS

Should there be an accident or incident whilst using the room, please let the Events Co-Ordinator know so they are able to record and assess the case.

### CONTACT INFORMATION

During normal office hours please see The Management Office or call the number below:

**EVENT COORDINATOR:** April Foster

021 222 5213

# TERMS & CONDITIONS

## PARK CENTRAL

**Payment terms/Cancellation Clause:** 30% non-refundable deposit is required to secure the date. Full payment of venue hire is due one month prior, no refund after this date. Date change is negotiable based on availability.

**Inclusions:** Venue hire includes a ceiling mounted projector & projector screen, handheld mic and a sound system with Bluetooth connection. Heaters are also available during the colder months. Any additional AV or event styling and equipment will be charged accordingly.

**Compliance:** The organiser of the event is responsible for the orderly behaviour of their guests.

**Damages:** The organiser will be charged for any additional costs relating to misuse, loss, or damage to equipment, breakages, or additional cleaning relating to the event caused by the actions of their guests. Waikato Innovation Park does not accept responsibility for any damage or loss of item during the event. Property left at Waikato Innovation Park with consent of the Event Manager may be picked up the next morning or at an agreed time.

**Displays and Signage:** No items are to be nailed, pinned, screwed, glued, or otherwise attached to the walls or tables. No confetti or glitter is permitted. Failure to comply will result in additional charges

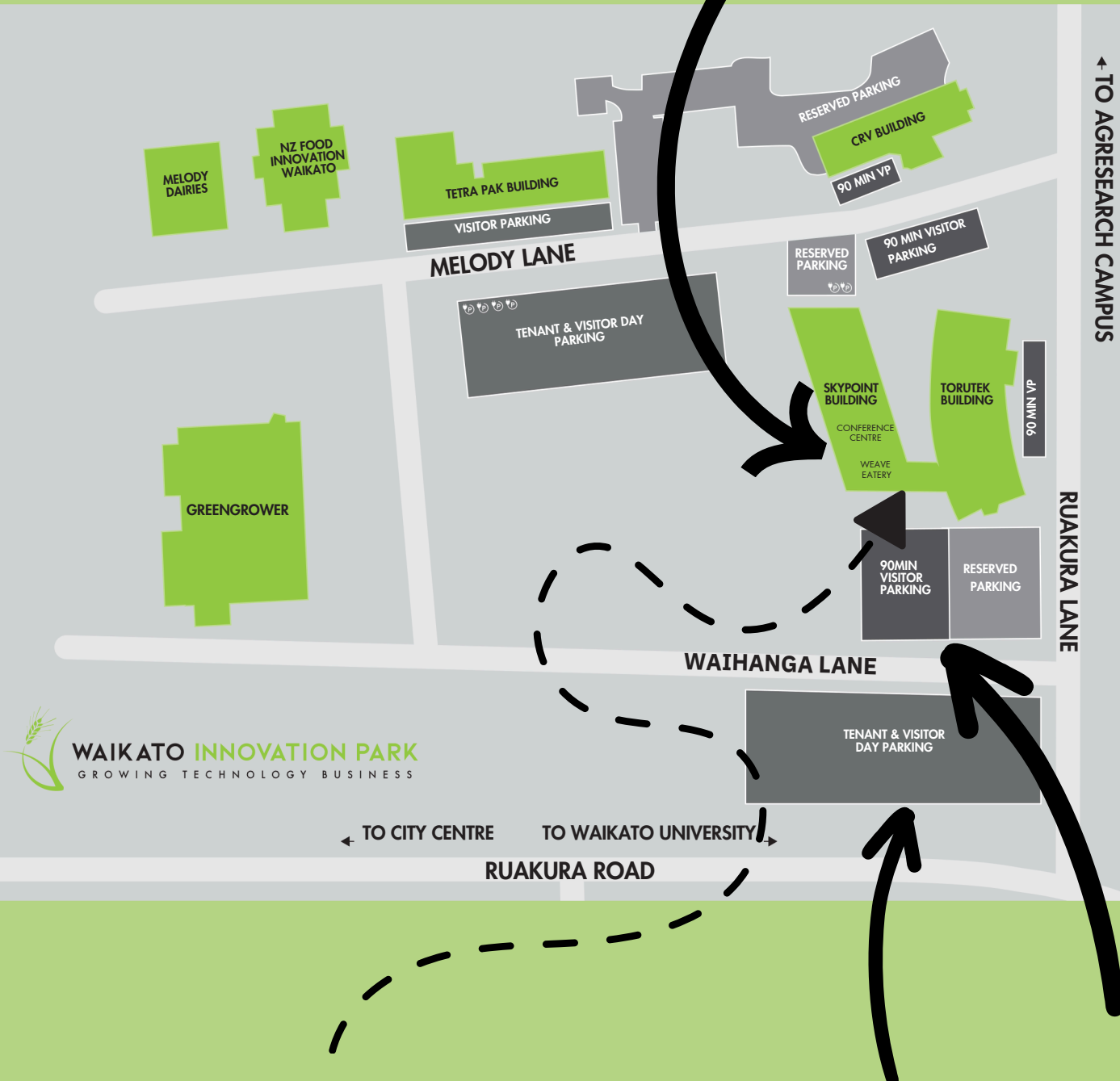
**Weave Eatery:** No person (either the organiser or their guests) are to enter the Weave Eatery premises or use their equipment unless Weave are catering the event.

The preferred supplier for catering while using Park Central is Weave Eatery.

**Payment Terms:** All payments shall be made within 7 days from the day following the issue of the invoice unless otherwise arranged in advance and confirmed in writing by Waikato Innovation Park. Late payments may incur late payment and administration fees of 5% of the balance owing. Interest shall be paid at 2.5% per month calculated on a monthly basis on all outstanding amounts from the date on which the payment was due until the actual date of payment. Any expenses, disbursements, and costs (including, administration, solicitors' fees, or debt collection agency fees) incurred by Waikato Innovation Park in the event of customer default are payable by you the customer.

**Fire/Security:** If the fire department or security need to attend the site during your hireage, all callout fees will be on charged to you.

# PARK CENTRAL VENUE



## ENTRANCE

## PARKING

THANK YOU FOR CONSIDERING PARK CENTRAL FOR YOUR EVENT