

General Information

This document provides an outline of what is available at and around the venue and information specifically relating to event bookings.

Wharfside is an indoor venue with a large wrap around deck on the edge of Ohiwa Harbour at Port Ohope wharf, 340 Harbour Road, Port Ohope. The venue has excellent access via several by-folding doors that open directly to the deck and reserve areas and has stunning harbour views

Wharfside operates as a tourism activity hub in the summer months (Jan-March) and is available as a bookable event space in the shoulder and winter seasons. (April-December)

The venue has excellent access via several by-folding doors that open directly to the deck and reserve areas and has stunning harbour views.

General House Rules

- No smoking
- No tents, marquees or gazebos indoors
- No naked flames or candles are allowed
- Any damage must be reported immediately, and repair costs may be charged to the hirer

Hours of Operation

7am to midnight

Capacity

Maximum capacity is 250 people.

Health & Safety

A Health and Safety Management Plan is required for all events that take place on Council premises or public spaces. Event organisers need to ensure that a Health and Safety Management plan is approved by Council in advance of the event being held. The safety plan will ensure the smooth and safe running of the event and to make it memorable and fun for everyone involved.

Access

Building access will be provided following approval of your hire and full payment, including bond.

Access is via an online app on your smartphone, or a Fob can be organised and collected and returned to Whakatane District Council, Commerce Street, Whakatane.

Wharfside has a security alarm, and a code will be provided with access details.

Wi-fi

There is no Wi-Fi available on site.

Amenities

There are four female, three male, one accessible and two staff toilets plus three male urinals within the facility.

Temperature Control

There are six overhead ceiling heaters. Heaters operate on a 2-hour timer and the controls are located on the electrical box on the right-hand side of the pedestrian side access door.

Alcohol

- You will need to apply for a special licence to supply or consume alcohol at your Event. Information about applying for a special licence, can be found on Whakatāne District Council's website.
- Applications for all special licences must be made at least 20 working days before the Event.
- BYO alcohol of any kind is not permitted at the Venue.

First Aid kit

Hirers are required to bring their own First Aid kit for their event. There is no First Aid kit onsite.

Parking

- There are 59 spaces (4 accessible) within the Port Ohope Reserve area.
- Parking spaces are not reserved for Wharfside venue and are shared with other wharf and business users.
- Parking is not permitted on grassed areas, berms, footpaths or anywhere on Bob Byrne Park, the reserve on the other side of Harbour Road. Event organisers/hirers are responsible for the parking of those attending their event and any cost of repairs to damaged berms or other grassed areas as a result of parking for events will be charged to the Event Organiser.
- Depending on the size and nature of your event, you may be required to fence or place a boundary along berms and around Bob Byrne Park.
- Traffic Management may be required for events over 150 people.

Kitchen/Catering

- The kitchen contains an oven, dishwasher and refrigerator.
- The kitchen is available for use but must be left in a tidy condition.
- No cutlery, crockery or cookware is available onsite.

Furniture

Bar (Stainless Steel with a bench top tap access port available) - (Do we want to mention this can be located in two locations within the site?)

10 beer garden tables with bench seats

6 wooden bar leaners

6 picnic tables with bench seats

20 grey plastic chairs

1 reception desk
2 outdoor tables with bench seats
Any additional furniture required must be organised by the hirer.

Outdoor event fencing panels available on request

All furniture must be stored and returned to the storage corner at the completion of your hire. No indoor furniture is to be left outside and Wharfside furniture is not to be removed from the site at any time.

Cleaning

A basic post event clean by professional cleaners will be included on your invoice and is payable prior to receiving access.

The hirer is required to sweep floors, leave kitchen in tidy condition and remove all waste. Any additional cleaning charges for excess cleaning will be forwarded to the hirer.

There are no cleaning supplies available onsite. Please bring your own.

Waste

No rubbish bins are provided at the venue. Depending on the size of your event you may like to book free 240 litre event bins, available via OpenPlacesAdmin@whakatane.govt.nz. The Hirer must arrange their own transport to collect and return the bins emptied and cleaned.

If your event is attracting over 300 people to the venue and reserve area you will be responsible for managing the Port Ohope Reserve bins.

No cooking oil or waste from food trucks is allowed to be tipped into any hand basins or drains on site

Noise and Environmental

Noise levels must comply with noise limits of the Whakatane District Plan. Between 7am and 10pm at 50 LAeq, and after 10pm noise limit is 40 LAeq. L_{max}.
Events must conclude by 12.00am to avoid disturbances.

Electrical Supplies

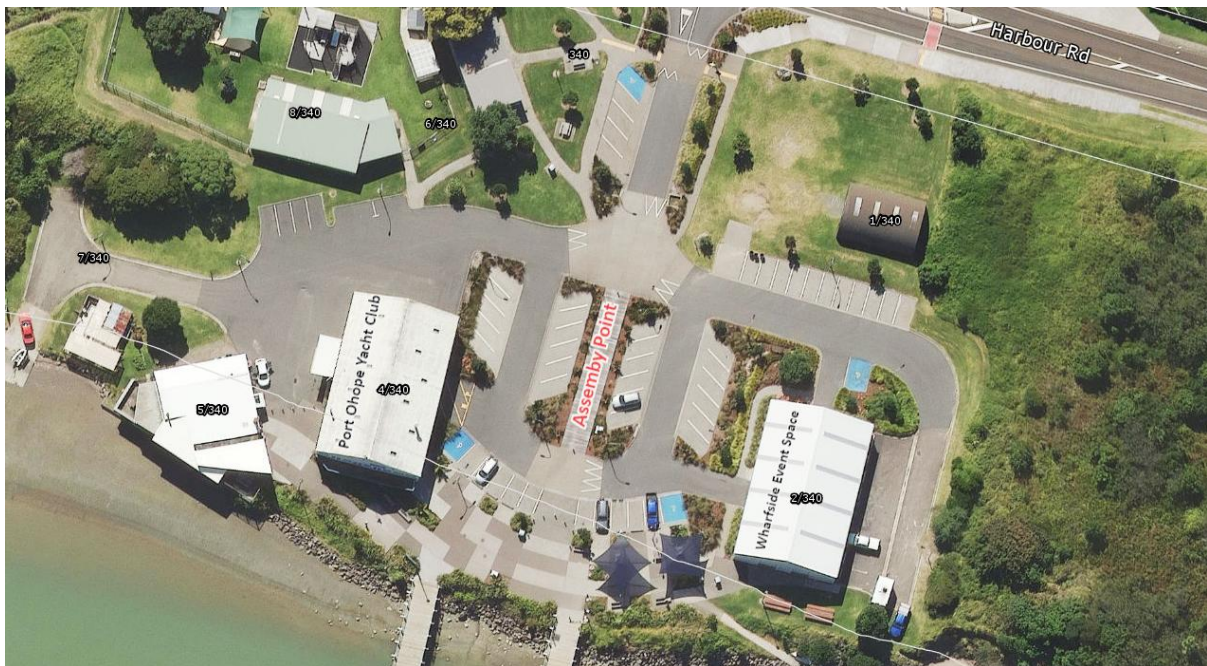
There are 3 external power access points for food trucks and other site power available – please refer to map below.

There are two Jackson boxes and 15 meters of cable covers in a locked cabinet. If you wish to use these please indicate this on the application for hire form.



Evacuation and assembly point

If there is a continuous sounding of the fire alarm all occupants, visitors and customers must evacuate immediately via the nearest safe exits to the assembly area as shown below (centre island of the carpark) - Call 111 immediately



Assemble on the grass well clear of any exit doors and entrances to allow the Fire Service unobstructed access. Occupants and visitors must only re-enter the building after the fire service has given clearance.

In the event of a tsunami evacuation, follow instructions on the Civil Defence emergency response alert – DO NOT ASSEMBLE.