

THE THINKING ROOM

Information guide

THE THINKING ROOM

Situated in one of the oldest buildings in Christchurch, this intimate, 115m² meeting space is perfect for any work function of moderate size and scope. In what was The Monday Room and the historic Grosvenor Hotel before it, the space can comfortably accommodate 40 people cocktail style, 30 theatre style or 20 boardroom, with overflow into a covered courtyard available for greater numbers.

With high ceilings, exposed brick walls and an impeccable indoor-outdoor flow, The Thinking Room provides the perfect blank canvas to create a truly memorable event.

For all enquiries, please contact **Anna Lindsay**:
bookings@thethinkingroom.co.nz

FUNCTIONAL

65" wall-mounted smart TV
Ceiling-mounted speakers (Indoor & Outdoor)
Wi-Fi (Ultra Fast Broadband)
Spotify Premium
Whiteboard & Markers
Unisex toilets
10 × carparks (evenings and weekends only)

KITCHEN

Barista coffee & herbal teas
Beer and wine fridge (BYO)
Microwave
Dishwasher
Kettle
Tableware
Glassware
Cutlery & Crockery

FURNITURE

3 × cafe-style side tables
9 × stools
1 × 2-seater leather sofa
2 × leather armchairs

COURTYARD

2 × bench tables
12 × stools
Gas fire and heater

CATERING

We can recommend a range of caterers who are familiar with the venue, based on the style of your event and your budget. We source locally and only from the best.



THE THINKING ROOM

BOOKING FORM

CONTACT PERSON

PHONE NUMBER

EMAIL ADDRESS

NATURE OF EVENT

FUNCTION DATE

START & FINISH TIME (INCLUDING SET-UP AND PACK DOWN)

GUEST NUMBERS

BANK ACCOUNT NUMBER (FOR BOND RETURN)

DECLARATION I have read and understood the Terms and Conditions as outlined on the following pages and accept and agree to be bound by the terms:

NAME

DATE

SIGNATURE

PHONE

TERMS OF SERVICE

Bookings: Strategy Creative opening hours for general hire of The Thinking Room are 8am–6pm, Monday–Friday. Bookings for The Thinking Room can be made outside of these hours by arrangement. Set up and pack down times are included in the agreed hire period. In order to vacate a room within the agreed period of room hire, all equipment and personal belongings must be removed from the space, unless prior approval has been given. Should the room be still in use after the allocated time, an additional room hire will be payable at the appropriate rate, pro rata, in hourly segments.

Deposit: To secure your requested booking at The Thinking Room, the signed booking form, bond, and booking payment must be returned to the functions manager, within 10 working days of your tentative booking.

Strategy Creative
02-1278-0030401-00
Reference: TTR (followed by your invoice number)

The bond will be refunded within 10 working days of the function date, less any deductions for breakages or overages.

Food & Beverage: Consumption of liquor is permitted subject to compliance with Good Host Responsibility. Strategy Creative permits alcohol in The Thinking Room on a BYO basis. No money may be tendered in exchange for entry to an event held in The Thinking Room if alcohol will be served.

Catering suppliers to The Thinking Room are accepted on an approval basis and a list of preferred caterers is available. Provision of own food and beverages, or supply through a non-preferred caterer must be agreed upon by the Strategy Creative. No food preparation or sale of food is permitted on site unless by prior arrangement.

Payment: Once the room is reserved, Strategy Creative will invoice immediately and full payment of room hire should be received by Strategy Creative within ten working days of the tentative booking, and prior to using the facility. Should payment not be received within the ten working days, the booking is no longer considered confirmed and Strategy Creative reserves the right to release the space, which would be recognised as available for immediate booking by another party.

Cancellation: Must be received in writing, within ten working days prior to an event. Any cancellation received inside of this timeframe will incur the full room hire charge. To cancel a booking, please email: anna.lindsay@thethinkingroom.co.nz. Please ensure that all details are clear. For immediate assistance, please call (03) 379 8310.

No refund will be given on room hire, for any time that is unused.

Strategy Creative reserves the right to decline any booking.

Circumstances or natural disasters such as earthquakes, beyond the control of Strategy Creative, may force The Thinking Room to become unavailable for hire. There would be no further claim other than entitlement of full refund of any deposits paid. We would also do everything possible to provide reasonable notice.

Damages: In case of damage or breakages, the hirer is responsible for the cost of repairs, other than reasonable wear and tear, that may occur during the period of hire or as a result of the hire. Any damage must be reported as soon as is practicable. Please do not affix anything to the walls.

Strategy Creative does not take responsibility for damage or loss of items before, during and after an event. Please ensure that you have appropriate insurance cover.

Theft: All items belonging within The Thinking Room must remain within The Thinking Room at all times. The hirer is responsible for the cost of replacing any items removed from The Thinking Room.

Noise: From guests, amplifiers and loudspeakers shall be kept to a moderate level at all times. Failure to comply with this condition may result in the early closure of your event and a significant fine.

Furniture: Should be left in a tidy state. Should additional furniture be required, Strategy Creative can organise hire at an additional cost. Should you opt to have your own furniture supplied, details including delivery, collection times, set up and pack down responsibilities must be provided to Strategy Creative.

Audio / Visual: Sound or video recording of events or guests in The Thinking Room must receive prior permission through Strategy Creative.

Advertising of the 'The Thinking Room' name and/or logo in print and/or audio-visual display requires permission, and all proposed artwork must be approved by Strategy Creative prior to publication.

Health & Safety: You are responsible for the conduct of all guests present.

Strategy Creative shall not permit anything in the facility or its environs which is illegal, disorderly or offensive. Strategy Creative reserves the right to be the judge of whether an activity is disorderly or offensive.

The Hirer is required to be familiar with The Thinking Room Emergency Evacuation Procedure, which is displayed next to Moorhouse entrance door. The hirer shall comply with all laws, regulations and bylaws fully applicable to the operation of an event, and the use of the venue including taking all practicable steps to ensure that the provisions of the Health & Safety at Work Act 2015, and amendments are met at all times. Fire/Emergency exit doors shall be kept clear from obstructions at all times.

Smoking is not permitted in any indoor area. Smoking should take place away from the entrances.

No animals are permitted in The Thinking Room, with the exception of those required by law (eg: guide dogs) unless with the approval of Strategy Creative.

Open fires, smoke machines, naked flames (including candles and kerosene lamps) barbecues or spits inside the facility are not permitted without prior written consent of Strategy Creative. If a fire alarm is set off by the use of these items, then call out charge for the fire appliance and other possible related services will be incurred to the Hirer.

The maximum number of persons permitted in The Thinking Room is 40. Strategy Creative reserves the right to restrict excessive numbers of people from entering the venue, in accordance with the policy of the Christchurch City Council Building Consent.

Host Responsibility: We expect all out guests to conduct themselves in an orderly and proper manner at all times. If guests do not adhere to our requests, then we will ask and insist that they leave the premises immediately. The Hirer shall not sub-let the hire of the premises.

If Strategy Creative is unable to meet its obligations in respect of any bookings, we reserve the right to cancel any such booking without liability and will refund any deposits made.

Cleaning: Where an event has created cleaning over normal requirements, or if furniture and fittings have been soiled, or paint removed from the walls, the organiser will incur a cleaning fee or repair fee. Glitter, confetti, streamers and chewing gum are prohibited and their use would be considered as needing additional cleaning costs. In the case of excess rubbish, Strategy Creative reserves the right to on charge disposal fees.

Security: Guards can be arranged if required. Additional charges will apply. If security personnel have to be called during an event, the costs incurred will be passed on to the hirer.