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Christchurch
Community House
Te Whakaruruhau
ki Otautahi

VENUE CHARGES

Not-For-Profit Rates - July 16

Christchurch Community House has a number of meeting and interview room options. These are available to any not-for-profit and we have two pricing plans – Members & Non Member Rates. We would encourage groups using CCH's venues on a regular basis to join CCH as a member so they can utilise the meeting space at members' rates.

Meeting Room 1 (the large meeting room)

- Separate access
- Plenty of space for up to 50 people (limited only by the number of chairs in the room)
- Sound system with hand held and lapel microphone
- State of the art hearing loop
- Ceiling mounted data projector and electronic projection screen
- Electronic whiteboard
- Telephone available to make local calls. Pin number can be arranged for toll calls. Telephone conferencing facilities can also be arranged upon request.
 - Wireless internet available on request
 - Fully equipped kitchenette – Rapid boil unit, dishwasher, microwave, fridge, cutlery, crockery, serving dishes, etc
 - Independent heating and cooling system with fresh air intake
 - Fantastic natural light
 - Access to a small outdoor seating area
 - Fully wheelchair accessible

	Hourly	Half Day (3-4hrs)	Full day (5-8hrs)
Members	\$40 + GST	\$120 + GST	\$200 + GST

Not-For-Profit	\$50 + GST	\$150 + GST	\$250 + GST
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** Hearing Loop, Sound System & Data Projector included in these rates.

**CCH Trust reserves the right to charge a 20% cancellation fee if reasonable notice of cancellation is not received



Meeting Room 2

- Seats 30 people (Theatre style seating) or 16 around a board room table (using our kite tables that can be easily setup by one person)
- Electronic whiteboard
- Data projector available on request
- Telephone available to make local calls. Pin number can be arranged for toll calls. Telephone conferencing facilities can also be arranged upon request.
- Wireless internet available on request.
- Fully equipped kitchenette – Rapid boil unit, dishwasher, microwave, fridge, cutlery, crockery, serving dishes, etc
- Independently controlled Heatpump
- Fully wheelchair accessible

	Hourly	Half Day (3-4hrs)	Full day (5-8hrs)
Members	\$20 + GST	\$60 + GST	\$100 + GST
Not-For-Profit	\$25 + GST	\$75 + GST	\$125 + GST

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Interview Rooms

- 3 room options available
- Seats up to 6 people
- Telephone for local calls. Pin number can be arranged to make toll calls. Teleconferencing available on request.
- Wall mounted whiteboard
- Wireless internet access available on request
- Independently controlled Heatpump
- Fully wheelchair accessible

	Hourly	Half Day (3-4hrs)	Full day (5-8hrs)
Members	\$10 + GST	\$30 + GST	\$50 + GST
Not-For-Profit	\$15 + GST	\$45 + GST	\$75 + GST

** CCH Tenants can access these rooms at no charge (based on fair and reasonable usage for shared space)

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Hot Desks

- 2 options available in open plan office area
- Height Adjustable Desk.
- Use your own laptop or loan one from CCH
- Telephone for local calls. Pin number can be arranged to make toll calls. Telephone conferencing facilities can also be arranged upon request.

	Hourly	Half Day (3-4hrs)	Full day (5-8hrs)
Members	\$5 + GST	\$15 + GST	\$25 + GST
Not-For-Profit	\$10 + GST	\$30 + GST	\$50 + GST

** CCH Tenants can access these rooms at no charge (based on fair and reasonable usage for shared space)

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OPTIONAL EXTRAS

To ensure your meeting is a success we can offer you the following additional services:

	Members	Not-For-Profit
Data Projector	\$15.00 + GST	\$25.00 + GST
UFB Wifi	\$10.00 + GST	\$15.00 + GST
1Gb Pack	\$3.00/Gb + GST	\$3.00/Gb + GST
Additional Traffic		
Photocopying	\$0.10 + GST	\$0.15 + GST
A4 B&W	\$0.40/Gb + GST	\$0.60/Gb + GST
A4 Colour		
Catering	See page 3 for options	

CATERING

Christchurch Community House is delighted to offer you the following catering options

Our preferred caterers have been carefully selected to provide you with good food at a reasonable price and are familiar with all our venues.

All our preferred caterers provide a delivery service and CCH Reception can supply you with a copy of their current menus

<p>CCH's Bottomless Tea & Coffee</p>  	<p>We can setup any of our venues with basic tea and coffee making facilities for your guests to enjoy:</p> <table border="1" data-bbox="464 461 1430 573"> <thead> <tr> <th></th> <th>Member</th> <th>Not-For-Profit</th> </tr> </thead> <tbody> <tr> <td>Half Day</td> <td>\$1.50/pp + GST</td> <td>\$2.00/pp + GST</td> </tr> <tr> <td>Full Day</td> <td>\$2.50/pp + GST</td> <td>\$3.50/pp + GST</td> </tr> </tbody> </table> <p>Minimum charge of \$15+GST</p>		Member	Not-For-Profit	Half Day	\$1.50/pp + GST	\$2.00/pp + GST	Full Day	\$2.50/pp + GST	\$3.50/pp + GST
	Member	Not-For-Profit								
Half Day	\$1.50/pp + GST	\$2.00/pp + GST								
Full Day	\$2.50/pp + GST	\$3.50/pp + GST								
 	<p>With over 20 years of experience, Canterbury owned and operated Victoria Food Service has got you covered. Choose from our range of deliciously different menus that we have created specifically for Christchurch Community House or design your own. We create everything to order ensuring it's locally sourced, fabulously fresh and infused with flavour. Your catering requirements can be added to your venue invoice. Simply complete the form CCH Staff provide with our menu options</p>									
 	<p>The Sauce Kitchen is a modern catering kitchen. Our catering is fresh and chic with many health options available for gluten free, vegetarian & vegan. We are proud to be free range.</p> <p>At The Sauce Kitchen we source premium ingredients from Canterbury Westwood Genuine Free Range chicken from West Melton, Free range eggs are from Jock in Waimate Artisan Chorizo from Mariano Salmon & Bacon from Holy Smoke in Woolston Smallgoods from Euro Deli Meats Our Pork is from Freedom Farms and our wonderful butcher is Peter Timms.</p> <p>We lost our High street espresso bar in the earthquakes and have re-established The Sauce Kitchen as a catering kitchen providing catering to clients at Christchurch Community House looking for something unique .</p>									
	<p>Can Do Catering is one of Christchurch's newest caterers for business and or social functions (e.g. Board meetings, staff training and workshops etc.).</p> <p>Can Do Catering is a social enterprise business that provides real employment for younger adults with significant physical impairments. Our vision is for you to hear their story through the great food they provide for you.</p> <p>Can Do Catering is a division of the Laura Fergusson Trust (Canterbury) and shares the Trust's vision of providing ordinary life opportunities for its clients.</p> <p>Our food is of a very high quality, includes organic ingredients from our own garden and is competitively priced. Delivery is free, and we are always willing to discuss and cater for any individual requirements.</p>									



Relish catering was established in 1998 and has a wealth of experiences in the food industry, our staff source the freshest finest quality ingredients available in the preparation of your food, and prepare it to a very high standard, and can deliver it to you at an affordable price. With our varied menus, you will find a wide range of choices with something to keep every one of your guests happy! including special dietary needs
Our catering menus cover a wide range of tastes and styles, we can also compile a menu to suit any meeting, function or occasion.

Groups are welcome to use our preferred caterers, select one of your own or self-cater for your event.

MEMBERSHIP

If you are a Not-For-Profit organisation and planning to use our facilities on a regular basis we would recommend that you consider joining Christchurch Community House as a member. Annual Subscription is affordable and is based on your organisation's annual income as follows

Income	Annual Membership
\$0 to \$4,999	\$25.00 + GST
\$5,000 to \$149,999	\$50.00 + GST
\$150,000 to \$499,999	\$75 + GST
\$500,000 plus	\$100.00 + GST

Membership Applications Forms are available from CCH Reception, can be emailed to you or downloaded from our Website.

OFFICE SPACE

Join 30 other Not-For-Profit Community Organisations in a collaborative, co-sharing workspace that has been specifically designed to meet the needs of the community sector. Sharing resources and facilities designed to keep your overheads to a minimum.

Don't work in isolation. Become part of Community House. Increase your profile and enjoy the collaborative environment making a positive difference in the community.

We have tailored a number of packages to meet the needs of most community groups or we can customise a package specifically for you. Options include:

Virtual Office @ \$70 + GST per month

This service replaces Christchurch Community House's Room-In-A-Box Services and gives smaller groups a presence in the House without an office. Service is available to members upon acceptance of their application at a cost of \$70+GST per month. Virtual Office Holders can use CCH as their mailing address, can access CCH's reception and other services. As part of the package they also receive \$50+GST of venue usage per month which can be used in any of CCH's meeting spaces. Additional meeting space will be charged at our normal members rates. Storage space can also be arranged at an additional cost.

Open Plan Office Space from \$266.50 + GST per month

Our standard footprint for open plan space is 9m². This provides sufficient space for one staff member with access to more space, resources and facilities when required.

Private Office Space from \$403.00 + GST per month

These private walled office spaces are well appointed and available in different sizes to meet the needs of both small and large community groups.

Shared or CoWorking Space

Ideal for groups working part time that may not be able to afford or need a full time space. Groups can work together within the same space or on different days. Each tenant has the same rights and access to services as our full time tenants. We work hard to make sure the groups are compatible and the relationship is working well.

Central City Hub

Since the earthquakes ripped the heart out of our city a number of groups have relocated to the suburbs but need access to a central city hub to meet clients and complete administration tasks without spending large amounts of time in traffic jams. This concept also works well for organisations working from home but need a central point to meet clients and collaborate and network with other like-minded people.

Storage Space

Ideal for resources and/or archives in a secure shared storage room. Combination of lockable or open shelved storage units available.



Modern central City premises



Private Office



Open Plan



Lunch Room



Shared Reception



Meeting Room 1

Please talk to our friendly staff about the application process.