



Tauranga City

THE HISTORIC VILLAGE

**CONFERENCE &
EVENT GUIDE 2024/25**

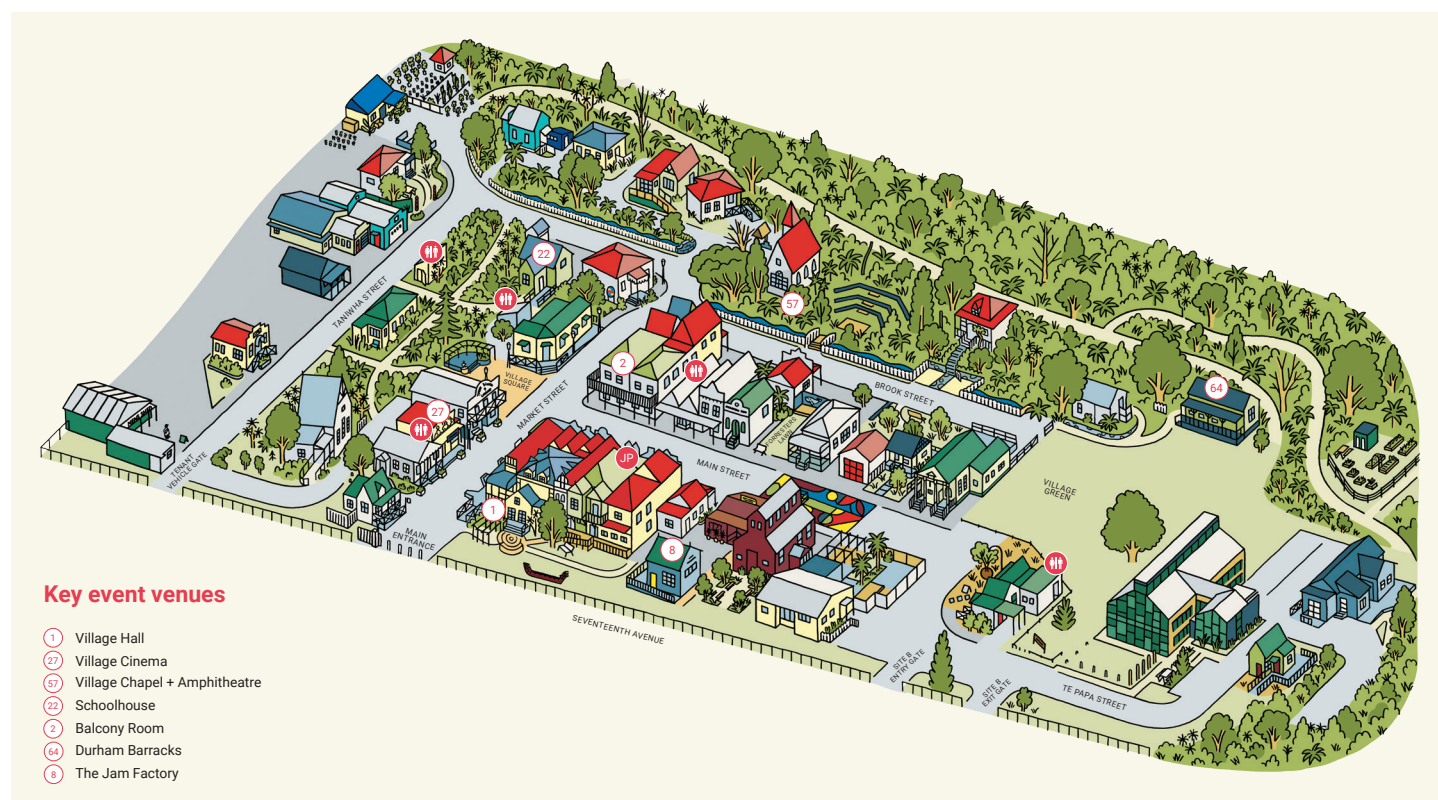


**RETAIL | FOOD | EVENTS
GALLERIES | VENUE HIRE
FREE ENTRY | OPEN DAILY**

historicvillage.co.nz

Conference and Event Guide

At The Historic Village, we understand that every event is different, and budget is always a consideration when planning and delivering your event. Our venue options are designed to give you the flexibility to develop an event that fits your requirements and your budget.



Venues and seating arrangements

There are several unique venues available for hire for meetings, events and functions; and the grounds of The Historic Village can be hired for special festival events.

Venue	Theatre	Classroom	Banquet	Cabaret	U-shape	Board Room	Cocktail
Village Hall	150	60	100	80	39	42	150
Village Cinema	60	n/a	n/a	n/a	n/a	n/a	n/a
Balcony Room	150	30	120	100	30	40	200
Schoolhouse	25	n/a	n/a	n/a	20	20	n/a
Durham Barracks	n/a	n/a	n/a	n/a	n/a	20	n/a

Venue hire prices

Venue	Standard rates	
	Half day (4hours)	Full day
Village Hall	\$560.00	\$1,120.00
Village Cinema	\$430.00	\$850.00
Balcony Room	\$610.00	\$1,220.00
Durham Barracks	\$320.00	\$625.00
Schoolhouse	\$310.00	\$615.00
Village Chapel	\$340.00	\$680.00
Village Ampitheatre	\$340.00	\$680.00

* Registered charitable organisations receive a 20% discount

* Venue hire includes duty manager onsite (4 hours half day/8 hours full day)

*Rates valid until 30 June 2025.



Village Cinema venue



Venue hire prices

Festival and Outdoor Events

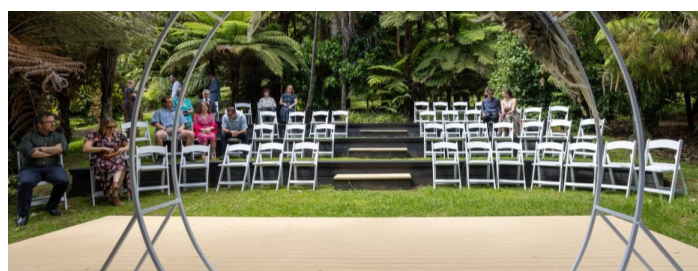
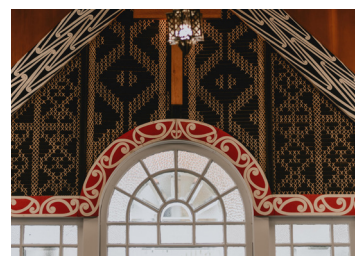
Venue	Standard rates	
	Half day (4hours)	Full day
Village Square	\$325.00	\$650.00
Forrester's Lawn	\$325.00	\$650.00
Front Lawn	\$325.00	\$650.00
Village Hard Surfaces: Main, Market and Brook Streets	\$325.00	\$650.00
Village grounds A: Forrester's Lawn, Front Lawn, Village Square, Hard Surfaces	\$615.00	\$1,230.00
Village Grounds B: Village Green	\$865.00	\$1,875.00
Full Village (A+B)	\$1,045.00	\$2,100.00
Colonial Greens Cottage (stand alone)	\$285.00	\$465.00

- * Registered charitable organisations receive a 20% discount
- * Venue hire includes duty manager onsite (4 hours half day/8 hours full day)
- * If electricity is required for your outdoor event, please speak to our friendly staff.

*Rates valid until 30 June 2025.



Village Chapel venue



Equipment hire

The Historic Village equipment

Village Hall AV system: includes dual screens, 2 x handheld radio microphones, 2 x lapel microphones and auxiliary cable for music	\$100.00 per day
Balcony Room sound system: includes projector and screen, sound system, 1 x hand held wireless, 1 x wireless lapel microphone and auxiliary cable for music	\$100.00 per day
Village Cinema AV system: includes data projector, surround sound system linked to projection equipment, large movie screen and Blu-ray player, 1 x handheld, 1 x lapel microphones	\$100.00 per day
Schoolhouse 55" TV screen	\$50.00 per day
Durham Barracks 55" TV screen	\$50.00 per day

*Additional equipment can be arranged.

*Rates valid until 30 June 2025.



Durham Barracks venue





THE HISTORIC VILLAGE

159 Seventeenth Avenue West,
Tauranga
+64 7 571 3700

village@tauranga.govt.nz
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What you need to know when hiring a venue

All prices quoted are GST inclusive.

Community organisations receive a 20% discount on all venue and grounds bookings. Community organisations are defined as being not-for-profit and hold charitable status. Our venue hire rates do not include staff.

On-site personnel are required to be on site for all events for set up, catering service, cleaning, breakdown and security of the event. The staff rate is \$48.00 per person, per hour. Staff will be allocated once we understand your event requirements. *Catering service required on public holidays may incur a surcharge.

Catering information

Tauranga City Council (via The Historic Village management) hold exclusive catering rights on all bookings at The Historic Village. No external food & beverages can be supplied at events. Further information on the provision of alcohol at events can be found below.

All catering bookings must be made through the venue and event coordinator in The Historic Village office. Exceptions may be made at The Historic Village management discretion. Minimum numbers apply.

Orders must be placed at least three working days prior to the event date with final catering numbers to be received 48 business hours prior.

If the supplied menu doesn't meet your needs, please talk to your event coordinator.

Beverages for all functions and events

The venue hire includes water glasses and water jugs, all beer and wine glasses are to be provided by the client. The Historic Village does not hold a liquor license. If you are holding a private function in one of The Historic Village's function spaces (e.g. a wedding or birthday party) you will not need to obtain a liquor license to serve beer, wine and cider, however no alcohol can be sold (no money is to change hands; this includes ticket sales). You will require written permission from The Historic Village management

to serve alcohol as per our alcohol management guidelines. Host responsibility law applies with regards to responsible alcohol consumption. Any alcohol service is to be performed by The Historic Village staff members. Staff reserve the right to refuse service to intoxicated guests.

If you wish to sell alcohol at your event, you will require written permission from The Historic Village management as part of an application for a "special license" through Tauranga City Council's liquor licensing team.

Internet

There is Wi-Fi internet available in all venues, the cost of this is included in the venue hire rate.

Parking

There is strictly no parking within The Historic Village grounds. Unauthorised vehicles parked on site will be towed. There is parking available on the street.

Venue allocation

The Historic Village reserves the right to assign an alternative venue for your event should the need arise. Where possible The Historic Village will consult with you before making any changes.

Venue hire booking time

Please ensure your booking includes sufficient time for any set-up and pack-down requirements, to avoid clashing with other groups hiring the space. If your booking runs over the timeframe booked, you may be charged accordingly.

Venue set up by The Historic Village

The Historic Village will set up the venue based on an agreed upon floorplan, to be confirmed at least 5 business days prior to the commencement of your event. The Historic Village venue hire rates include labour for up to 30 minutes for set up, and 30 minutes for pack down and reset after your event. If the setup or pack down process takes longer than the 30 minutes allocated, you will be charged an additional labour fee of \$48.00 per hour.

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