



# Queenstown Memorial Centre

Te Whare Raumahara o Tāhuna



1 MEMORIAL STREET, QUEENSTOWN 9300



QUEENSTOWN  
LAKES DISTRICT  
COUNCIL

Right in the heart of the Central Business District, Queenstown Memorial Centre offers **versatility** and **flexibility** as one of central Queenstown's larger venues that overlooks the Queenstown Recreation Ground. Whether you are holding a **conference** or **exhibition**, **presenting a show** or **running a themed spectacular**, this is the venue of central Queenstown.

The main auditorium space allows for both theatre and dining configurations. Incorporated into the complex are two function rooms and a commercial kitchen. The outdoor patio deck and adjacent recreation ground provide dining or marquee opportunities, with plenty of secure parking close by.



# Venue details

## Event Types

Theatre performances / Conferences / Gala dinners /  
Concerts / Private functions / Undraisers

## Hire Times

8.00am to 12.00am

## Capacity

**Main auditorium:** Banquet 250 / Theatre 422 / Cocktail 500  
**Lounge room:** Theatre 40 / Cocktail 120

## Floor Area

366m<sup>2</sup>



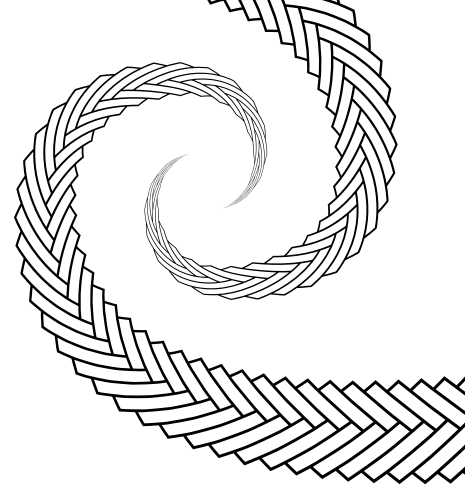
# Amenities

## WHAT'S INCLUDED?

- » Hire of entire Queenstown Memorial Centre (auditorium, supper room, kitchen).
- » Hire of tiered seating unit (172 seats in total).
- » Hire of venue upholstered chairs (maximum 260).
- » Hire of 0.8m square lounge tables (maximum 10).
- » Hire of 1.8m rectangle trestle tables (maximum 10).
- » Hire of stage.
- » Hire of house A/V, basic sound system and projection screen.
- » Hire of kitchen equipped with 1 microwave, 1 large fridge, 2 stove/ovens, 1 steriliser.
- » Hire of bar, equipped with 2 bar fridges and 1 steriliser.
- » Hire of basic in-house sound & lighting system.
- » All electricity charges, including heating.

## WHAT'S NOT INCLUDED?

- » Rubbish pick up and disposal off-site.
- » Recycling bins.
- » Placement of all seating and furniture (also furniture reinstatement ready for cleaning post event).
- » Appointment of caterer & theming.
- » All staffing requirements, including security and fire wardens / attendants.
- » All health & safety requirements.
- » All necessary licenses and permits.
- » All charges relating to a call out by fire service or use of extinguisher on-site.
- » Hire of additional tables and chairs.
- » Hire of all food and beverage equipment (incl. plates, glass, cutlery etc.).
- » Applications for special licensing if selling alcohol.
- » Any other requirements as detailed in venue hire instructions.





# Pricing

	COMMUNITY	STANDARD	COMMERCIAL
<b>WHOLE VENUE</b>			
Hourly	\$77.00	\$197.00	\$493.00
Half day	\$337.00	\$866.00	\$2,164.00
Full day	\$551.00	\$1,404.00	\$3,540.00
<b>MAIN AUDITORIUM</b>			
Hourly	\$61.00	\$158.00	\$393.00
Half day	\$269.00	\$691.00	\$1,726.00
Full day	\$439.00	\$1,130.00	\$2,822.00
<b>LOUNGE ROOM</b>			
Hourly	\$28.00	\$73.00	\$180.00
Half day	\$123.00	\$316.00	\$790.00
Full day	\$201.00	\$516.00	\$1,292.00
<b>KITCHEN</b>			
Per use	\$35.00	\$90.00	\$135.00

Community pricing reflects registered charities and community organisations, standard hire includes private hires and our commercial rates are for businesses looking to hire our venues.



# Parking and Transport

Parking is available at Boundary Street Car Park. Please note that this is a public car park and cannot be reserved or blocked for your booking. There are also several additional car parks within walking distance throughout Queenstown and can be found here: [Parking Map Viewer \(arcgis.com\)](#).

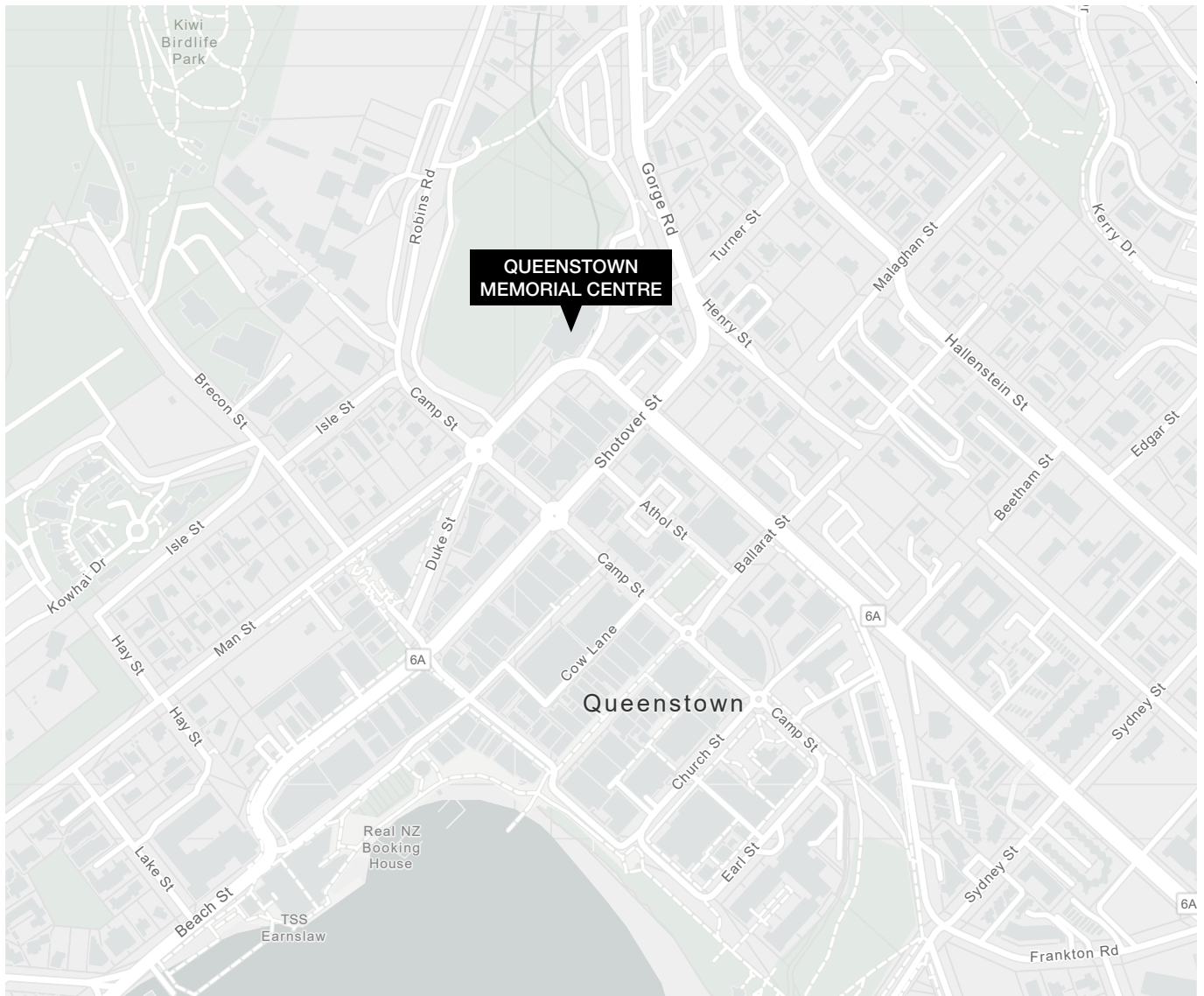
A loading zone and accessible parking for people with disabilities are conveniently located outside the venue.

For those utilising public transport, various bus routes are available. You can find bus schedules by visiting Queenstown buses and ferries at [orc.govt.nz](#).

Additionally, Queenstown offers a variety of taxi services for your convenience.

## Location

1 Memorial Street, Queenstown 9300.



# Sustainability

The Queenstown Lakes District plays host to a range of local, national, and international events, set amongst a spectacular alpine backdrop. Events of all shapes and sizes offer a range of economic, cultural, and social benefits for the district, but without careful planning can also have negative environmental impacts, including generation of waste and Greenhouse Gas (GHG) emissions. Reducing your event waste and GHG emissions doesn't need to be difficult, **we've got guides, templates and checklists** to help you and our friendly venues staff will always be there to give advice.

## FAQ's

### » Is Wi-Fi available?

QLDC has a 'Public' Wi-Fi network available to all guests. If you have special Wi-Fi requirements such as streaming or require a large amount of data then speak to the Venue Manager.

### » Do we offer catering services?

No, but we can recommend caterers familiar with QLDC venues.

### » Do we offer audio visual services?

No, but we can recommend A/V suppliers familiar with QLDC venues. There is a basic in-house sound system.

### » Can I bring caterers on-site / can I bring my own food and drink?

Yes, you can organize your own caterers or alternatively bring your food and beverages on-site.

### » Can I sell alcohol at the venue?

Yes, but you will need to apply for a **special licence**.

### » Is the venue accessible?

Yes, flat entry into the building and an accessible male and female toilet.

### » Do I have the entire venue?

The venue can be partitioned into 3 rooms so you could be sharing the facility if you haven't hired the whole venue.

### » Will I be required to have public liability insurance?

As part of the hire agreement, you will be required to take out our venue insurance. Any additional insurance requirements will be based on the type of event.

### » Can I decorate the space?

Yes, and the time to do this must be included in the hire time.

### » Who is responsible for setting up furniture / equipment?

The hirer is responsible for setting up and putting away any equipment.

### » Can I set my items up and come back later?

Yes, but you must factor this into the booking time.

### » Who is responsible for cleaning?

QLDC will organize a post event clean as part of the hire agreement with our contracted cleaners.

## **Book this venue.**



