

## Manukau SuperClinic (MSC) Conference Centre Bookings

### Counties Manukau District Health Board (CMDHB)

#### Conferences Centre Bookings

(<http://www.cmdhb.org.nz/Conferences/MSC-conferencecentre/bookings.htm>)

#### Manukau SuperClinic (MSC) Conference Centre

There are four rooms in the **Manukau SuperClinic Conference Centre** that can be booked for conferences or meetings. The Conference Centre is located at Manukau SuperClinic, 901 Great South Road, Manurewa, Manukau.

The rooms are not available to external groups during normal working hours (before 5pm), but can be booked for evenings and weekends.

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#### Meeting Rooms available

The rooms below are not available to external groups during normal working hours (before 5pm), but can be booked for evenings and weekends.

The following options are available for booking:

Room details	Number of people
MSC Conference Centre Room 1	Maximum of 90 people lecture theatre style set up. No tables available.
MSC Conference Centre Room 2	Maximum of 40 people <b>or</b> 15 – 20 with tables.
MSC Conference Centre Room 3	Maximum of 25 people <b>or</b> 12 – 15 with tables.
MSC Conference Centre Room 4	Maximum of 15 people <b>or</b> 10 – 12 with tables.
Whole complex	-
Staff Café	-

MSC = Manukau SuperClinic

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#### Facilities available

- **Toilets** are situated in the middle of the Atrium. A toilet for the disabled is also available.
- **Phone** is located at the beverage bay Conference Centre. Dial one for an outside line.
- **Fire evacuation policy** is situated inside the front door of the Conference Centre. Please ensure you are familiar with the policy.
- **Fully equipped kitchen** is available with microwave and fridge.
- **Catering** is the responsibility of the Booker. All food must be disposed of and any empty boxes / crockery etc. returned to the Caterer.
- The Conference rooms and beverage bay area must be left clean and tidy.
- Phone **MSC Greeters on 09-2760044 ext. 3926** and ask to **page the Facilities Assistant** for any assistance with equipment.

## Manukau SuperClinic (MSC) Conference Centre Bookings

### Equipment

**Important:** No equipment is to be removed from any Conference Room unless organised with the Greeters beforehand. Any equipment damage should be reported to the Reception Desk (09-2760044 ext. 3926) when it occurs.

Phone the **MSC Greeters** on **09-2760044 ext. 3926** and ask to page the **Facilities Assistant** for any assistance with equipment.

The person organising the meeting is responsible for collecting and signing out all equipment.

### Available Equipment:

#### MSC Conference Centre Room 1:

- Fixed ceiling mounted Datashow
- Microphone and Stand
- Lapel microphone
- Whiteboard

#### MSC Conference Centre Rooms 2, 3 and 4:

- Portable Datashow (must book the Datashow and provide own laptop)
- Slide Projector
- Television and Video (setup documentation is provided for the audio visual equipment)
- Whiteboard
- Flip chart board (stationery is the responsibility of the Booker)

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### Costs to Hire

The cost for hiring and using the facilities (exclusive of GST) is:

Facility details	Cost (exclusive of GST)
Conference Centre Room 1	\$300 per session, plus security & cleaning a/h*
Conference Centre Room 2	\$200
Conference Centre Room 3	\$125
Conference Centre Room 4	\$ 75
Staff Café	\$150 a/h
Whole complex	\$500 + security and cleaning*
Access to Café with meeting booking	\$50

\* **Important:** When calculating hours of security cover, add an additional half an hour to the time required (to allow 15 minutes for the security officer to open the facility in the morning and close the facility at the end of the session) AND add additional time required for cleaning.

## **Manukau SuperClinic (MSC) Conference Centre Bookings**

### **How to Book the Rooms**

Conference Rooms at the Manukau SuperClinic Conference Centre can be booked by emailing your request to [Grp-MSCGreeters@cmdhb.org.nz](mailto:Grp-MSCGreeters@cmdhb.org.nz), or phoning Manukau SuperClinic's Reception Desk on 09-2760044 ext. 3926.

### **The following details must please be provided when a room is booked:**

- Date
- Times required
- Number of attendees
- Contact name, phone number and email address

### **Other useful information for external groups:**

- Alcohol is not allowed on the premises unless arranged prior.
- Catering is the responsibility of the booker.