

Venue

# HANDBOOK



**LOWER  
HUTT  
EVENTS  
CENTRE**

[www.lowerhutteventscentre.co.nz](http://www.lowerhutteventscentre.co.nz)

**Explore endless possibilities with LHEC**

- Purpose Built
- Flexible Spaces
- Experienced Team
- Latest Technology





## Lower Hutt

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- The venue is located in the heart of Lower Hutt CBD with close proximity to local cafes, supermarkets and about 2 minutes' walk from Queensgate Shopping Centre – Lower North Island's largest mall. Central location in Wellington region with easy access via State Highway 1 from North and South.
- Excellent connectivity with Wellington Airport via public transport and State Highway 2.
- 20 minutes from Wellington CBD in peak hour traffic.
- Affordable car parking in and around Lower Hutt CBD and the venue.
- For public events, there is an advantage from the large population base residing in the Greater Wellington region.
- Range of accommodation options available close to the venue. The Sebel Wellington Lower Hutt, a 4-star property is located within a 2-minute walk of the venue.

## About the Venue








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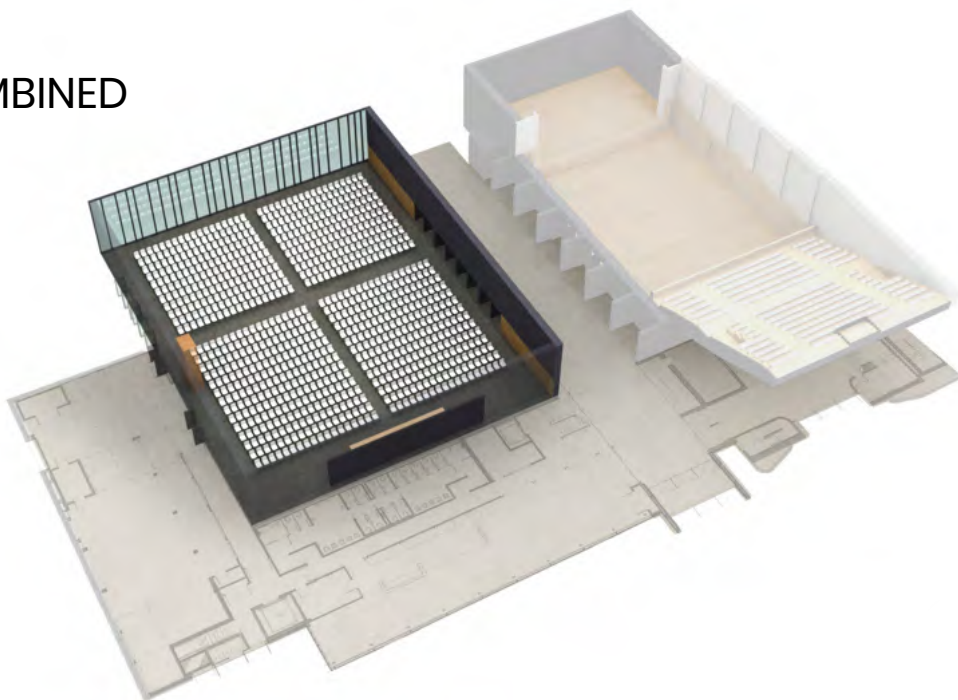
- Versatile, purpose-built venue.
- Equipped with the latest AV technology and an experienced event management team.
- Flexible multi-purpose spaces.
- 1200 delegate indoor capacity.
- On site café, Tūtaki, serves locally roasted coffee, tea and delicious fare for Lower Hutt locals in a friendly, welcoming environment. Tūtaki is also a unique option to host smaller private events in a central location with excellent service from your event centre team.
- In-house catering to serve for an event or conference of any size.
- Complimentary high-speed wireless internet.

# Venue Guide



## EVENT SPACE



### EVENT SPACE: 1 + 2 COMBINED







 800m <sup>2</sup> SIZE	 5.00m HEIGHT	LENGTH: 25.2m
 900 STANDING	 500 SEATED	WIDTH: 31.8m
 60 BOOTH	 560 SEATED	 900 SEATED

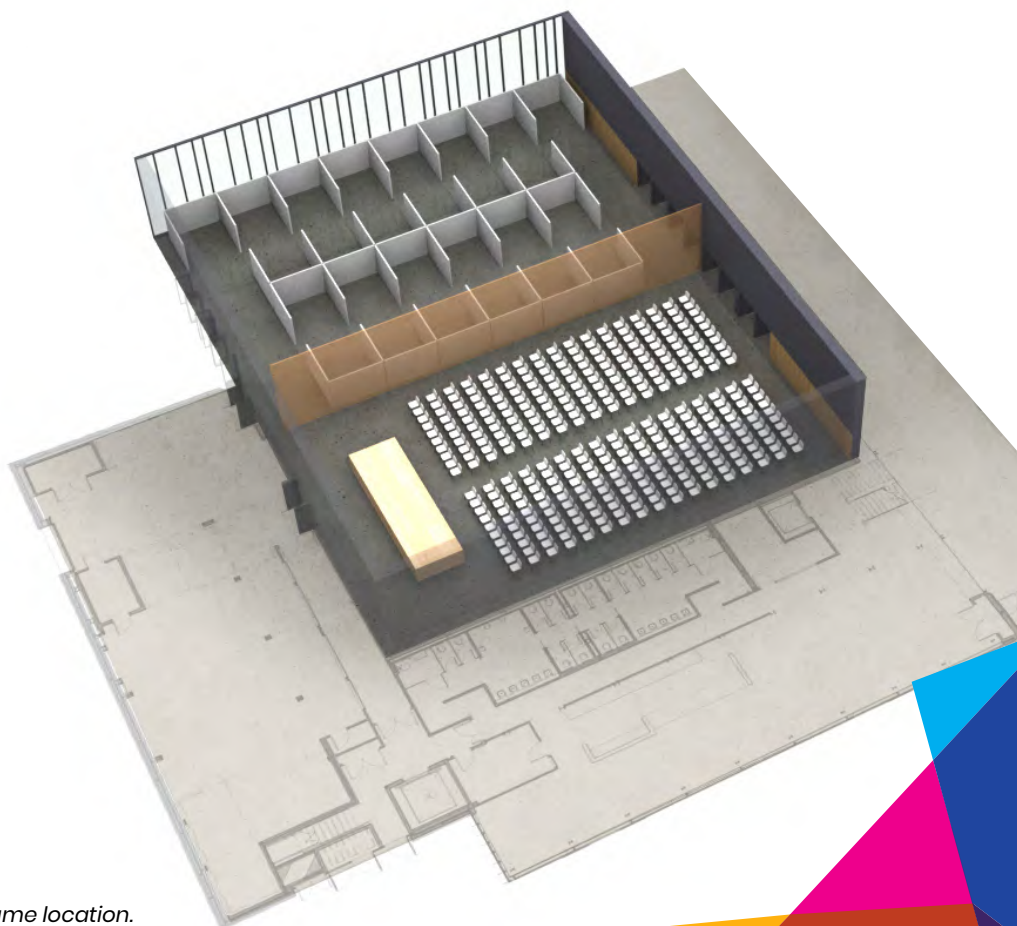


### EVENT SPACE: 1 or 2 INDIVIDUALLY

EVENT SPACE 1	 385.5m <sup>2</sup> SIZE	 5.00m HEIGHT	LENGTH: 25.2m
			WIDTH: 15.3m

EVENT SPACE 2	 415m <sup>2</sup> SIZE	 5.00m HEIGHT	LENGTH: 25.2m
			WIDTH: 16.5m

 400 STANDING	 250 SEATED	 400 SEATED
 25 BOOTH	 250 SEATED	 200 SEATED



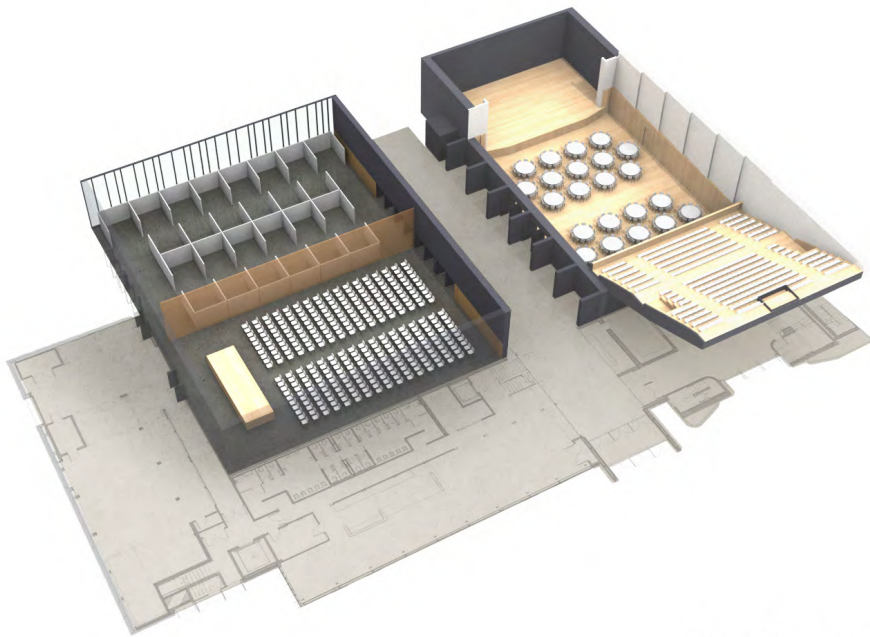
#### Maximum floor bearing weight:

Event Space - Live Load Allowance =  
5.0kPa (500kg/m<sup>2</sup>) Uniformly distributed load  
3.6kN (360kg) Concentrated load.

*These loads are not intended to occur in the same location.*

# Venue Guide

## TOWN HALL



**380m<sup>2</sup>**  
SIZE



**9.205m**  
HEIGHT

LENGTH:  
**22.3m**

WIDTH:  
**16.3m**



**400**  
STANDING



**200**  
SEATED



**800**  
SEATED



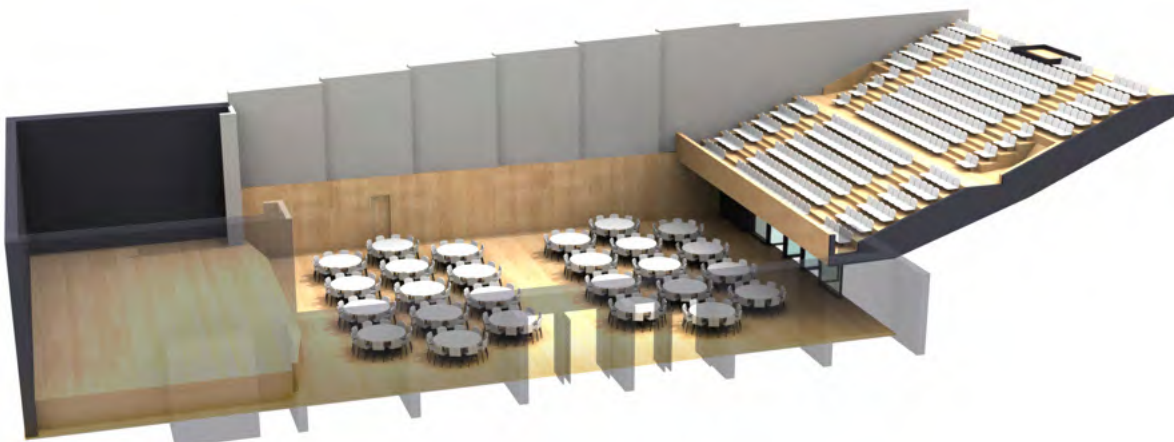
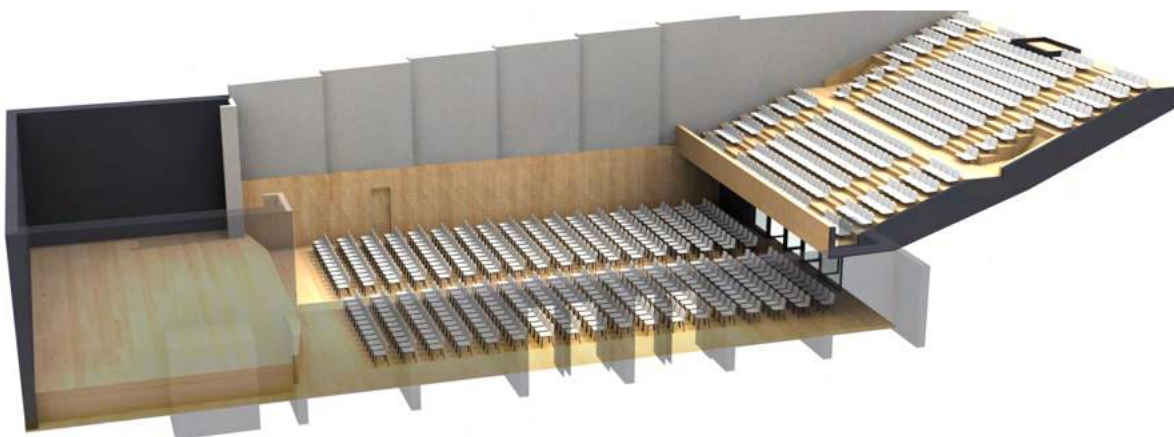
**25**  
BOOTHs



**250**  
SEATED



**200**  
SEATED



MAIN STAGE:  
**13m long**  
**7m wide**

SKIRTING:  
**13m long**  
**2m wide**










UPPER DECK:  
**360 seats**

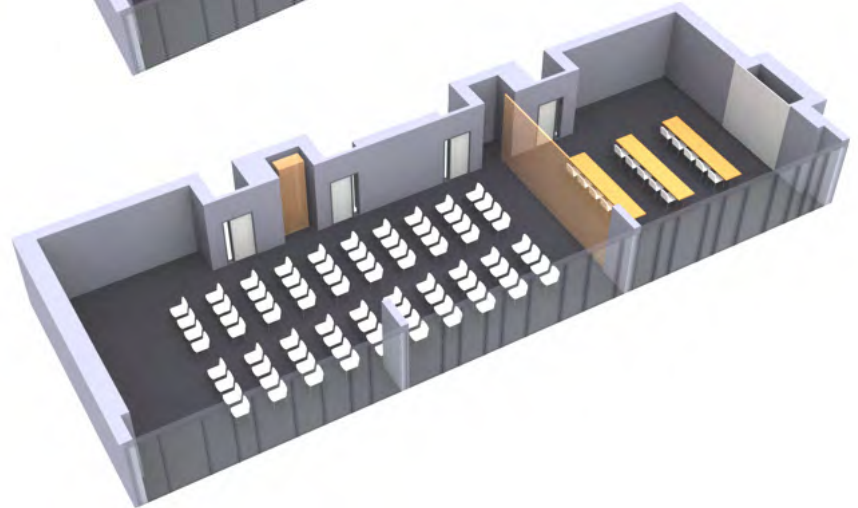
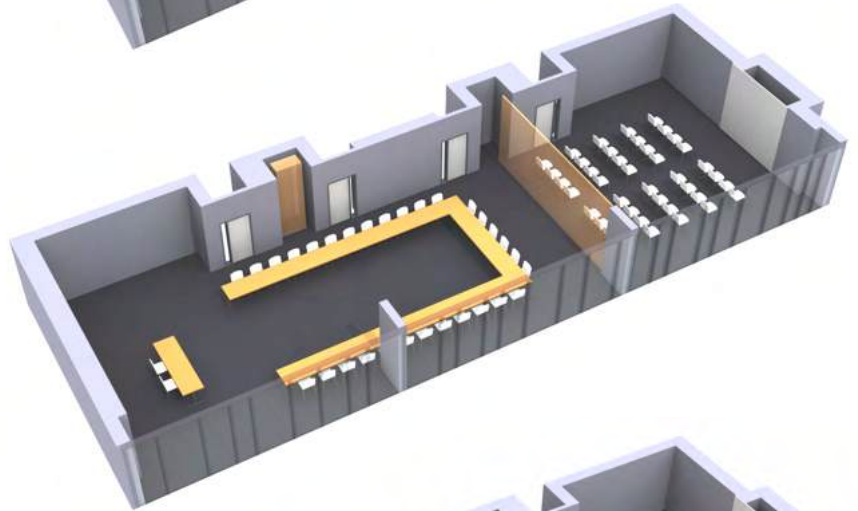
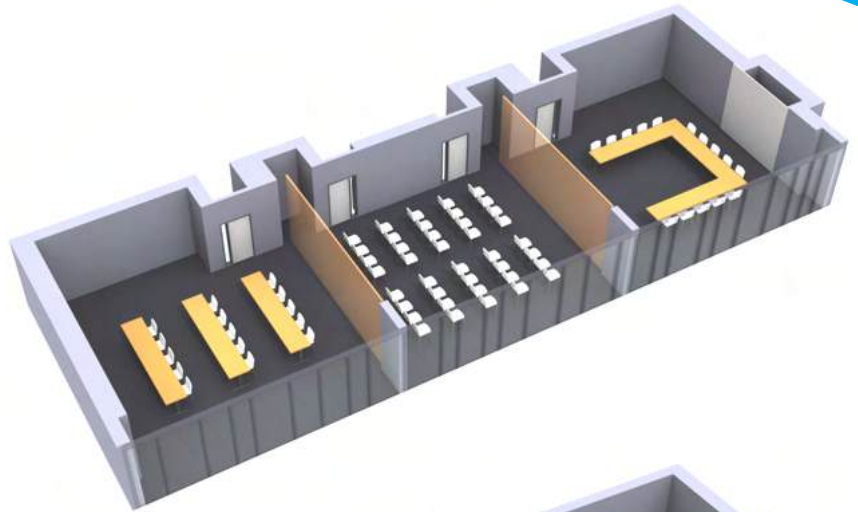
LOWER DECK:  
**440 seats**

# Venue Guide







## MEETING ROOMS

### MEETING ROOMS: COMBINED








 208m <sup>2</sup> SIZE	 3.2m HEIGHT	LENGTH: 25m	WIDTH: 7.6m
 100 STANDING	 75 SEATED	 60 SEATED	 150 SEATED
 60 SEATED	 120 SEATED	 96 SEATED	



### MEETING ROOMS: INDIVIDUALLY

MEETING ROOM 1	 72m <sup>2</sup> SIZE	 3.2m HEIGHT	LENGTH: 8.3m	WIDTH: 8.7m
MEETING ROOM 2	 64m <sup>2</sup> SIZE	 3.2m HEIGHT	LENGTH: 8.4m	WIDTH: 7.6m
MEETING ROOM 3	 72m <sup>2</sup> SIZE	 3.2m HEIGHT	LENGTH: 8.3m	WIDTH: 8.7m

Each individual meeting room will comfortably accommodate the following capacities:

 40 STANDING	 25 SEATED	 20 SEATED	 50 SEATED	 20 SEATED	 40 SEATED	 32 SEATED
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# Event Ideas

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- **Conference + Meetings**

Host meetings and conferences ranging from 6 to 600.

- **Exhibitions or Tradeshows**

The venue has three unique spaces to suit your needs.

- **Concerts**

Thinking of a concert, recital, a public address or a theatre performance? We have the venue for you. The Town Hall has been refurbished for performances and can accommodate an audience of 800.

- **Gala Dinners**

With everything from private dinners to awards nights, cocktail receptions, and Christmas parties; we will always be there to make it a memorable one for you. We can host up to 550 guests in a banquet style setting.

- **Weddings**

Our team's expertise will bring the wedding of your dreams to life starting from the perfect hen's night, to an unforgettable reception. We can work with you or your wedding planner to organise everything.

# Event Services

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- **Equipment + Technology**

State of art lighting, audio-visual, staging, production aids and specialist advice all under the one roof. Our team of experienced and trained technicians would work with you and your team to make your event seamless.

- **Catering**

We understand the importance of good catering, our team of experienced Chefs will be able to meet all your expectations. Complimented with a state of the art in-house kitchen, our banqueting stands out.

Our chefs take pride in using local fresh produce sourced through our local suppliers. Special diets are also catered for.





## Getting Here

The Lower Hutt Event Centre is in a convenient location that is well connected by public transport and motorways.

- **Road**

The Lower Hutt Events Centre has easy access to State Highway 2 connecting the Wellington Airport and Wellington CBD. The Airport is approximately 30–45 mins drive and Wellington CBD is 20 mins drive from the Events Centre.

- **Bus**

Bus services available from Wellington Airport or CBD to Lower Hutt. Please check [metlink.org.nz](http://metlink.org.nz) for more information.

- **Train**

The nearest train station is 5 mins drive from the Events Centre and operates regular train services to and from Wellington City.

- **Taxi**

Alternatively, there are taxi ranks close to the Events Centre or we can book a taxi for you, if required. There is Uber service available in Lower Hutt.



LOWE  
HUTT  
EVENT  
CENTRE



YOUR  
MEETING  
PLACE

PROUDLY HUT



LOWER  
HUTT  
EVENTS  
CENTRE

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YOUR  
EXHIBITION  
PLACE

PROUDLY HUTT CITY

YOUR  
CONCERT  
PLACE

TOWN  
HALL

PROUDLY HUTT CITY

### Our accommodation partners



One destination, endless possibilities

For any enquiries,  
please contact us at  
sales@lhec.co.nz or  
phone us on 04 568 1923