

## **Rooftop Terrace – Hire Information**

The rooftop terrace is a beautiful open-air deck with stunning views across the Manukau Harbour. The terrace is open to the public 7 days per week, and access can be closed when booked for private use.

If you are considering hiring the rooftop for an event, please read the below information which will assist you to decide if this venue will suit the occasion.

The floor area is 260 sqm and visitor capacity is 120 people. The floor is floating tiles and there are 5 accessible power points positioned under the tiles. Venue Hire rate is \$50.00+gst per hour, a custodian fee may apply.

<b>Protection from the weather</b>	There is no fixed roof over the terrace to protect you from the elements. If you would like a canopy, we will provide you with the details of our supplier, Schupepe Tents. Schupepe provide a professionally rigged canopy to withstand the wind from the Manukau Harbour and work well on the rooftop terrace. We are unable to anchor a standard marquee to the terrace due to the tiled floor. A canopy up to 12m x 8m in size does not require a permit.
<b>Facilities</b>	There are no kitchen or toilet facilities on the rooftop terrace, we can provide access to 2 bathrooms on level 2 of Lopdell House for an event.
<b>Lighting</b>	There is LED strip lighting under the balustrade, this is the only night lighting available, if additional lighting is required it would be provided by the hirer.
<b>Furniture</b>	There is no furniture or equipment provided with this venue, the hirer would supply any furniture items needed for the event.
<b>Catering</b>	Hirers may provide their own catering and refreshments; we are happy to supply details for local catering businesses including Deco Eatery who are on the ground floor of Lopdell House.
<b>Alcohol</b>	The below licensing rules apply <u>You need an alcohol special license if you are:</u> <ul style="list-style-type: none"> <li>• Selling alcohol at an event</li> <li>• Charging an entry fee or collecting donations where alcohol is being supplied for free.</li> </ul> Examples include: <ul style="list-style-type: none"> <li>• Private functions</li> <li>• Festivals/concerts</li> <li>• Ticketed events</li> <li>• Functions in public venue where public access is not restricted</li> </ul> <u>When you don't need an alcohol special license:</u> You do not need a special license when you are supplying alcohol or guests are bringing their own alcohol to a private event, if it is not open to the general public.  This only applies to a private event where a family occasion is celebrated in a hired venue and guests bring their own alcohol or the host supplies it for free. A license cannot be issued for BYO events.
<b>Permitted times of Hire and Noise</b>	Due to limited lighting daytime hires are recommended. Lopdell House is in a residential area with some neighbouring properties within metres of the Rooftop Terrace. Noise restrictions apply after 5pm.
<b>Health and Safety</b>	Children must always be supervised by an adult when on the rooftop terrace, climbing is strictly prohibited.  We require sensible host practices to be adhered to if alcohol is being consumed.