

Community Meet Ups and Events Guide

This guide introduces the basics to what you need to do and think about when planning a community meeting or community event in Marlborough. For more information about planning events visit: www.marlborough.govt.nz/recreation/events/event-toolkit

Venue Hire

There are many venues/halls to hire in Marlborough. Check out the database of some of the venues/halls to hire (without religious affiliations) attached to this guide. The database has information on the size of the venue, if it has a kitchen, where it is located, etc.

There is also a list of venues/halls to hire (including those at churches) in the Marlborough Community Directory: <https://marlborough.cab.org.nz/>

Booking a Council Park or Open Space

You can have a picnic, birthday party, community gathering, etc in a park, on a sports field, in an open space, at the Picton Foreshore and in the CBD (Central Blenheim). There are many places to choose from. The spaces are free to use if it is a Council space but you must book them. A bond may be required.

To book a park or open space visit: <https://www.marlborough.govt.nz/recreation/parks-and-open-spaces/park-bookings>

Serving Food

Everyone serving food at events needs to comply with food safety laws and make sure your food is safe and suitable to eat. You don't need a food control plan/programme if the food you have at your event is free and the event is free to enter. You don't need a food control plan/programme if you sell food for fundraising less than 20 times a year. Check out the "Tips for a Safe and Successful Food Event or Market" attached to this guide.

Food Trucks

If you want a list of food and coffee trucks that can come to your event contact Samantha Young, MDC Regional Events Advisor at samantha.young@marlborough.govt.nz or 03 520 7400.



Equipment Hire

You can hire equipment for your event. Equipment you can hire includes BBQs, heaters, dishes, glasses, cutlery, tables, chairs, gazebos, sound systems, and more.

You can hire equipment from:

1) Event Rent - <https://eventrent.net.nz/> or call 03 577 9100

2) Hire Pool/Continental Event Hire

<https://www.hirepool.co.nz/branches/events-blenheim/>

or call 03 265 4110



Health and Safety

All events need a health and safety plan. As an event organiser you are responsible for protecting the health and safety of everyone attending, whether they are members of the public, event participants, volunteers or part of the event team. You can protect health and safety by identifying and managing all hazards and risks.

For more information on health and safety visit:

<https://www.marlborough.govt.nz/recreation/events/event-toolkit/health-and-safety>

Check out an example template of a Health and Safety plan attached to this guide.

Marlborough District Council Community Events Fund

Marlborough District Council has a Community Events Fund that groups and individuals can apply to all year to help pay for their event. The fund can be used for venue hire, equipment hire, marketing and promotion, health and safety and more. This fund is for events that are open to the Marlborough community. Please apply as soon as you can before the event and leave enough time to promote your event well to the Marlborough community. The events need to meet the criteria for the funding and the funding is not guaranteed. The decision on funding will be made by a committee.

To apply to the fund visit: <https://www.marlborough.govt.nz/recreation/events/community-events-fund>

Samantha Young, MDC Regional Events Advisor, can help answer questions about the MDC Community Events fund if you email her at samantha.young@marlborough.govt.nz or call 03 520 7400.

Promoting your Event

There are many ways to promote your event. A good place to start is making an event listing on Follow-ME/Eventfinda. This is the link: <https://marlboroughnz.com/whats-on/follow-me-list-your-event/>

Make your event listing 2 weeks or more before the event. Samantha Young, MDC Regional Events Advisor, can help you to make the event listing if you email her at samantha.young@marlborough.govt.nz or call 03 520 7400.

When the event is listed on Follow-ME/Eventfinda Samantha Young, MDC Regional Events Advisor, can help to promote your event through various digital and print channels eg. newspaper, social media, weekly newsletters, Marlborough Magazine, and the quarterly printed Events Guide.

Ideas for venues available to hire in Blenheim *(without religious affiliations)*

**information correct at 12/08/24, confirm with venue when booking*

Venue	Location	Cost	Capacity	Accessibility	Kitchen	Parking	IT Information	Contact Information
Marlborough Community Centre	25 Alfred St, Blenheim	\$15 / hour for community groups \$20 / hour for businesses	70 people (less if using tables)	Wheelchair accessible	Small kitchen with coffee and tea making facilities	On street or in public lot	Wifi, projector available	03 579 3457 admin@ageconcernmarlb.org.nz
Senior Citizens' Hall	166/172 High St, Blenheim	\$25/ hour Recurring event – \$20 /hour	100 people	Not easily accessible	Basic kitchen No alcohol allowed at hall	Lots of free parking behind the hall	Stage/ speaker system No other IT available	03 578 7767
Marlborough Library at Te Kahu o Waipuna	15 High St., Blenheim	\$34.50 / hour– smaller rooms \$46 / hour – larger rooms \$69 / hour - for two large rooms combined Discounted rates available for community groups, first 2 hours free for many groups *Extra fee for after hours bookings	4 people in the smaller upstairs rooms 12 – 30 people in larger downstairs rooms Two rooms can be combined for 60 people max	Wheelchair accessible	Larger rooms have a small kitchen with tea and coffee making facilities, crockery and cutlery	On street or in public lot	Wifi, conferencing facilities in larger rooms	library@marlborough.govt.nz

Venue	Location	Cost	Capacity	Accessibility	Kitchen	Parking	IT Information	Contact Information
White Haven Room (ASB Theatre)	2 Hutcheson St, Blenheim	Contact for rates	150 max (less if using tables)	Wheelchair accessible	No kitchen Catering is available	In large public lot outside	AV available	Booking form www.asbtheatre.co.nz/whitehaven-wine-room
Lansdowne Hub	6B Lansdowne St, Blenheim	Whole facility - \$650 / day or \$350 / half day Main room only - \$300 / day or \$200 / half day Other options of rooms and prices available	150 max / 120 with tables	Accessible toilet Elevator to access top floor	Yes	20 spaces outside Hub, others in Lansdowne Park (can be busy during sport events)	Wifi and touchscreen	regan.russell@marlborough.govt.nz 027 573 5400
Riverlands Hall	375 Alabama Rd, Blenheim	\$25 per hour or \$100 per day	Could be up to 200, need to check with the hall	Ramp at front entrance Accessible toilet	Yes	Parking lot for 15 – 20 cars	No wifi or AV available	riveradmin@riverlands.school.nz 03 578 7077
Redwood Community Hall	Corner of Weld St. and Cleghorn St. Blenheim	Around \$20 / hour Saturdays usually \$200 for the whole event (no matter how long)	150 max, less if using tables	Accessible toilet and no stairs required for entry	Yes, one of the biggest kitchens at a hall in Blenheim	On street	No AV available	021 108 7637 wrattkevin@gmail.com *best to phone

Venue	Location	Cost	Capacity	Accessibility	Kitchen	Parking	IT Information	Contact Information
Chamber of Commerce	Level 1, 6 – 8 Scott St, Blenheim	Meeting Rooms - \$25 - \$30 / hour \$120 - \$150 / day \$80 - \$100 / half day *weekend bookings are by prior arrangement and will have an extra fee	5 – 25 people depending on room	Not accessible (rooms are upstairs and no lifts)	Tea and coffee facilities, not full kitchen	On street or in public lots	Wifi, presentation and multimedia equipment	info@marlboroughchamber.nz 03 577 9575
Scenic Hotel Marlborough	65 Alfred St, Blenheim	Large Room - \$395 / day \$295 / half day Small Room – \$295 / day \$225 / half day	40 or 150 depending on room (smaller numbers if using tables)	Accessible toilet, ramps	No Catering available through hotel	At back of hotel or on street	Wifi, screen, projector	03 357 1919 conferenceblenheim@scenichotels.co.nz
Chateau Marlborough	95 – 117 High St, Blenheim	Rates range from \$88 / half day for the small room to \$220 for half day for the large room Rates for full day \$165 - \$385	6 – 50 people depending on the room and the set up with tables	Fully accessible	Tea and coffee making facilities with some of the rooms, not a full kitchen Catering available through the hotel	Free parking on site	Projector, whiteboard, Wifi,	03 578 0064 conference@chateaumarlborough.co.nz

Tips for a safe and successful food event or market



Handy hints for holding a safe and successful event

- Check with Marlborough District Council before your event to find out about any licensing requirements
- Organise to collect food as close as possible to the event
- Check that volunteers or helpers are not ill
- Identify a cash handler who won't touch the food, if this is not possible explain hand washing procedure
- Ensure the person in charge of cooking knows what is required
- Keep cold food cold and hot food hot
- Store food so it's kept clean and protected from contamination
- Clean hands and replace gloves (if used) often during the event, wash your hands before and after using gloves.
- Use clean, single serve items such as paper serviettes or plates.



Washing your hands

Dirty hands, the environment, other food, utensils and equipment can contaminate food.

You can supply hand washing facilities by using a 20 litre container with a tap at the bottom along with soap and paper towels.

Use a bucket as shown to collect waste water.

Remember using sanitiser alone is NOT an alternative to hand washing.



Safe food starts with healthy and clean food handlers

People who have been ill or unwell within 48 hours of the event or anyone with sores/lesions should not help with food for the event.

Always wash and dry your hands thoroughly before touching food, especially after going to the bathroom, handling rubbish or touching animals etc.

Disposable gloves don't stay clean, so if you are using them change them between activities e.g. after handling raw food and before handling cooked food.

Make sure the person handling money doesn't touch the food



Prevent microbes spreading

Keep things clean and separate to stop harmful microbes from being passed on.

Wash hands after touching raw products and before touching ready to eat foods.

Thoroughly clean all equipment and containers before use.

Separate raw foods from cooked foods and use different utensils when handling different foods.



Temperature control

Keep raw meat and seafood in a fridge or chilly bin with ice until cooked.

Keeping food at the right temperature prevents bugs from growing quickly.

Cooking food thoroughly

Use pre cooked meat where possible.

Cook meat thoroughly until the centre is steaming hot and there are no pink areas.

Keep hot food hot by leaving it on the hotplate until serving.



Know your ingredients

If asked, you need to be able to tell a customer what ingredients are in the food you serve. You can find this out from packaging labels or from your suppliers.



