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1 GENERAL INFORMATION

1.1 CONTACT INFORMATION

Managed by Bay Leisure & Events Ltd
Physical address 81 Truman Lane
Te Maunga
Tauranga
Postal address PO Box 10 237
Bayfair
Tauranga 3118
Website www.asbbaypark.co.nz
Email events@asbbaypark.co.nz
Telephone +64 7 574 6009 or 0800 Baypark (229 727)
Administration office Level 1, ASB Baypark Stadium
ASB Arena Reception South Entrance, ASB Arena

1.2 SUMMARY OF VENUES

ASB Baypark provides a combination of facilities on-site:

ASB Arena
- Lion Foundation Centre
- TECT Sports Courts
- ASB Arena Suites
- ASB Baypark Café

ASB Stadium
- ASB Stadium and Speedway
- Stadium Lounge
- Premium Lounge
- Corporate Boxes
- Media Suite

Other
- Pavilions 1, 2 and 3
- Pits, training field and Blokart track

For a full overview of our venues please request a copy of our General Information Pack view online at

www.asbbaypark.co.nz/venues
1.3 **ABOUT THIS MANUAL**

This manual contains comprehensive information relating to ASB Baypark to assist you in planning a successful event. Please note it is the responsibility of the organiser to ensure the guidelines and policies outlined in this manual are observed and executed by their organisation, exhibitors, contractors, sub-contractors, agents and any parties involved with the event in an appropriate and safe manner.

1.4 **PROMOTION OF YOUR EVENT**

ASB Baypark is able to offer guidance and services with marketing your event on site and throughout the region. Contact your Event Manager for more details or view our Advertising and Billboards Guidelines online at [www.asbbaypark.co.nz/corporate/advertising-and-billboards](http://www.asbbaypark.co.nz/corporate/advertising-and-billboards)
1.5 LOCATION MAP

For full travel planning and information on how to get to ASB Baypark visit www.asbbaypark.co.nz
1.6 Site Map
1.7 EVENT PLANNING GUIDELINES AND TIMELINES

Our Business Development team will guide you through the enquiry booking and contracting process. Once confirmed and contracted a dedicated member of our ASB Baypark Event Delivery team is allocated to your event to provide specialist advice and support as necessary. They will prepare a detailed event schedule for you and will outline all including quotations for any further services you may require.

Once your event is on site, the allocated event manager and/or designated duty manager will be your main point of contact. They will complete venue induction, check with you regularly and monitor to see that your event is progressing smoothly through pack in, event days and pack out.

The following is our pre-event guidelines when planning a large event at ASB Baypark. These timeframes will enable sufficient time for the venue to prepare for your event.

Upon confirmation of event

- Meet with the Event Manager and provide as many event details as possible, especially whereby the event is publicised i.e.:
  - Event name
  - Date(s) and time(s)
  - Full ticketing details, if applicable
  - Logos
  - Event Plan
- Initial venue plans if required at this point i.e. for a ticketed show or exhibition. Please ensure the Event Manager has approved any floor plans prior to going to market to sell allocated tickets, trade stands or space.
- At all times please keep your Event Manager informed of any sponsors that are involved with your event that may present a conflict of interest with an existing ASB Baypark sponsor or exclusive supplier so they can assist with your planning.

3 to 6 months out from event

- Please ensure any client exhibitor manuals are approved by your Event Manager prior to publishing to ensure that all information and relevant rules and regulations for exhibitors are correct.
- Any operational updates and information or amended venue requirements

2 Months out from event

- Any information updates or amended venue requirements including catering and AV
- Initial overview of pack-in/out schedules and event timings
- Updated venue or rigging plans for approval
- Any relevant updated information for public communications if required
- Traffic Management Plan confirmed

4 Weeks out from Event

- Any information updates or amended venue requirements including catering and AV
- Estimated attendee numbers
- Final event schedule
- Security and cleaning requirements finalised
- Communication, power, water and air conditioning requirements
- Final approved venue or rigging plans
- Event health and safety plan approved by your Event Manager
- Signage requirements
2 Weeks out from Event

- A full event estimate and run sheet will be provided by ASB Baypark for client sign-off including:
- Pack in/pack out schedules and event timings
- Final venue plans
- Catering
- Contractor details and safety plans
- Technical requirements including rigging schedules
- Security details and requirements
- Furniture or equipment requirements from the venue
- Signage including any external requirements to the venue
- Cleaning details
- Your Event Manager will arrange a meeting to run through the final details for your event

1 Week out from Event

- Confirmation of final numbers
- Any last minute changes/additions
2 GENERAL VENUE OPERATIONS

2.1 OPERATIONS AS A MULTI-PURPOSE SITE

ASB Baypark operates as a multi-purpose site which means that several activities may be occurring at one time in different venues. Your Event Manager will liaise with you about any possible factors that you may need to consider for your event such as signage, traffic management and security.

2.2 CATERING

ASB Baypark has sole rights for the sale and distribution of all food and beverage onsite. Our exclusive Baypark Catering team is based on site and provides a full food and beverage service including a Café located in ASB Arena. Your Event Manager can provide you with a full range of menus and discuss any tailored or dietary requirements.

If you would like to discuss the use of sponsored food and beverage products for your event please liaise with your Event Manager who will coordinate requests directly with the Catering Manager.

ASB Baypark’s liquor license provides for the sale of liquor at ASB Arena and ASB Stadium from the hours of 9am - 12.30am. Events in other venues including the car parks, pavilions and pit areas will be required to apply for an additional liquor license. A special licence application (Form 9A) should be submitted to TCC, full details can be found at http://www.tauranga.govt.nz/council-services/liquor-food-health/liquor/liquor-licensing/special-licence.aspx

BYO and the removal of alcoholic beverage from ASB Baypark is not permitted under this license.

Final catering numbers for all events must be advised 4 working days prior to the event. Full charges will apply for any cancellations made after this deadline.

Trade Shows and On Stand Hospitality

No exhibitor or person shall distribute, sell or give away any item of food or drink not supplied by ASB Baypark, to members of the public or trade exhibition visitors without the express written consent of ASB Baypark.

Trade show exhibitors may distribute food and beverage on the following grounds:

- Food stuffs provided as a means of demonstrating any plant or equipment forming part of the exhibition, or the product manufactured or supplied by the exhibitor.
- Samples are of items which exhibitors sell wholesale in the normal conduct of their business or
- Portions must be of tasting size only
- Non-alcoholic liquids should be no larger than 100ml cups for hot or cold beverages
- Liquor sampling may be conducted provided samples are no larger than 20ml for spirits 50 ml for beer or wine
- They comply with the New Zealand Sale of Liquor ACT 1989
- Exceptions to the above require written approval from the Event Manager

ASB Baypark reserves the right to remove any food and beverage not authorised to be in the venue

Baypark Catering can assist organisers and exhibitors with any requirements for hospitality as part of a trade show or exhibition. Baypark Catering stewards and baristas are also available for service in stand hospitality for an additional charge.

2.3 TECHNICAL AUDIO VISUAL SERVICES AND EQUIPMENT

ASB Baypark provides an in house technical team that can offer advice on all your technical and audio visual requirements for your conference, gala dinner, meeting or sporting event. We are based onsite and can advise on what equipment is needed and also provide a high level of technical support from our highly skilled team of technicians. Your event manager will put you in touch with one of the technical services team to ensure your event runs smoothly.

Please note pyrotechnics, smoke machines and helium balloons are not permitted without going through ASB Baypark approval process. 48 hours written notice of the period the alarm needs to be isolated must be received by the Event
Manager. In the ASB Arena there are smoke lasers that cross the gantries so alarms must also be isolated for working at heights and gantry access. Failure to notify the event manager of the need to isolate alarms which results in a call out from the fire department, the organiser will be liable for the $1,500.00 + GST call out fee. We do not have the ability to isolate alarms in the Stadium Lounge manually, so a service fee will apply.

2.4 IT, TELECOMMUNICATIONS AND BUSINESS SERVICES

ASB Baypark has fiber optic cables into the site which enables excellent internet access. Free WiFi is provided in the ASB Baypark Café located in the ASB Arena. WiFi services can be booked in advance in the ASB Arena Suites, Lion Foundation Centre and ASB Stadium Media Suite. All other WiFi services required by event organisers and promoters must be ordered and confirmed through your Event Manager. Temporary WiFi, analogue or digital lines will be required to be installed.

If you require a telephone or internet connection for exhibition stands please contact your Event Manager. Payment for these services is to be guaranteed in advance via credit card payment and will be settled at the conclusion of the event.

ASB Baypark require prior notice of at least 25 days in order to action this request with our telecommunications provider. Charges will apply.

The telephone system is wholly owned, controlled and operated by ASB Baypark and no outside telephone services are permitted to be sold, hired or installed without the prior permission from ASB Baypark.

Business Services

Limited business services are available at the ASB Arena reception including printing of documents, fax machine and photocopier. Applicable charges will be made at the time or to the organisers account (by prior arrangement).

2.5 SECURITY

ASB Baypark is able to recommend an approved professional security team who are familiar with the venue and ensure protection of venues, equipment and the safety of patrons.

Depending on the scale / type of event, your Event Manager may include minimum security requirements as part of a booking. In all other instances it is the responsibility of the organiser to determine the level of security required during an event and discuss with ASB Baypark accordingly.

It is advisable to complete a security risk assessment for your event. Should you require assistance with this, please liaise with your Event Manager.

2.6 PARKING AND TRAFFIC MANAGEMENT

ASB Baypark can accommodate parking for over 5,000 cars on site. Various parking alternatives may be available for your event depending on your venue location and requirements.

ASB Baypark provides operational directional signage for events at key access points. In the event of a large conference, meeting or event, or if there are several activities onsite at the same time, ASB Baypark suggests the organiser consider additional signage, branding, parking wardens and ushers to assist visitor’s access to your host venue.

Any events over 5,000 will require a Traffic Management Plan to meet operational standards and/or consent requirements (charges will apply). There are 3 levels of Traffic Management Plan operations:

- Under 5,000 persons
- Between 5,000 and 10,000 persons
- In excess of 10,000 persons

Your Event Manager will be able to discuss these details further and provide documentation to support any communications for your attendees if required.
2.7 **Ticketing**

ASB Baypark does not have an exclusive ticketing service provider or permanent onsite ticketing sales service.

2.8 **Signage**

Signage, banners and similar materials may not be nailed, stapled, hung or attached to ceilings, walls, windows, sprinkler systems and other surfaces except by permission from ASB Baypark. Damages resulting from installation will be a directly charged to the organiser.

Emergency exit signs must be visible at all times. Emergency signage that may be obscured from view must be pre-approved by ASB Baypark and additional signage installed. A clear egress of 3 metres from emergency exits must be retained at all times.

2.9 **Cleaning, Waste and Water**

ASB Baypark have a regular cleaning schedule to maintain all venues on-site and follows the general guidelines for event organisers.

- ASB Baypark will ensure a fully clean venue prior to a client’s occupation or event and will be responsible for the upkeep of the main Reception and Café.
- Event organisers and promoters are responsible for the reinstatement of the venue including clearance of their own rubbish and other waste materials from the venue or site at the end of their event.
- Organisers are able to coordinate additional cleaning and rubbish removal requirements with their Event Manager. Ordering and removal of bulk rubbish disposal can also be arranged. Charges will apply.
- ASB Baypark can organise ordering and removal of bulk rubbish disposal if required by the client.
- Please inform your Event Manager of any specific waste requirements such as grease, oil and paint to ensure correct disposal methods are followed.

**Water**

- Access to water is available for clients that have this requirement. Please co-ordinate this requirement with your Event Manager well in advance of your Event.

2.10 **Venue Ushers and Appointed Fire Wardens**

Depending on the scale / type of an event the Event Manager may stipulate that an organiser is to provide a minimum number of venue ushers or stewards. Staff can be arranged for an additional charge.

A minimum number of steward personnel shall be appointed as fire wardens and assigned to the venue for the duration of the event. This role can also be appointed to security personnel. Their role is to supervise the public in the venue and assist evacuation in the event of an emergency. It is the responsibility of the organiser to ensure these personnel are fully briefed prior to the event. An ASB Baypark staff member can be made available to assist at a briefing.

2.11 **Cloakrooms and Merchandise**

Additional space and staff may be available for cloakrooms and merchandise (space subject to availability). Staff can be arranged for cloakrooms and merchandise for an additional charge.

2.12 **Health and Safety**

ASB Baypark is committed to operating a safe environment and endorses the document “A Guide to safe working practices in Theatres and the Entertainment Industry in NZ”, and expects all clients to operate within this framework. This document is available for free download at [www.etnz.org](http://www.etnz.org)
Organisers may be required to submit a full health and safety plan including hazard identification and risk management. The Health and Safety plan must be reviewed and approved by the venue before the first day of event build. Venue specific Health and Safety guidelines are available from your Event Manager.

The organiser shall ensure that all emergency exits, fire hoses, alarms and switches remain visible and accessible at all times. A clearance of at least three (3) metres must be allowed for any emergency exit. Any emergency exit that is obscured from view will be compensated by additional signage and can only be obscured with pre-approval by ASB Baypark and may require an exemption from a fire engineer.

Emergency Evacuation

ASB Baypark has an Emergency Management Plan in place to manage the venue in the case of an emergency. The organiser will be briefed prior to the event on the procedures that must be followed, should an evacuation be necessary. The organiser is responsible for ensuring their staff, contractors and agents are advised of these procedures.

ASB Baypark has an automatic Fire Safety Evacuation System, with activation you will hear through our sound systems. On activation you will be requested to evacuate the building immediately and proceed to your nearest allocated assembly point (this may vary depending on the venue; your Event Manager will be able to provide more details).

Follow all instructions given by the designated ASB Baypark Head Fire Warden/Duty Manager who will be identified by a hi-vis vest.

2.13 FIRST AID

ASB Baypark provides basic first aid cover in the event of a medical incident and representatives of ASB Baypark operational staff on duty will be qualified first aiders. Additional event day first aid service providers can be arranged at a further charge by your ASB Baypark Event Manager (this may be compulsory for some events).

Equipped first aid rooms are located in the ASB Arena and St Johns has an equipped first aid room in the Stadium. In the event of an emergency, a defibrillator is located at ASB Baypark Arena reception or in the Stadium Lounge.

Please note ASB Baypark is not permitted to issue Panadol to patrons.

2.14 CONTRACTORS / SUB-CONTRACTORS

It is the responsibility of the organiser to ensure their staff, agents, contractors and sub-contractors comply with ASB Baypark health and safety guidelines, policies and procedures to safeguard the venue and ensure consistency of service, public safety and compliance with statutory obligations.

2.15 TERMS AND CONDITIONS OF ENTRY

Full terms and conditions of entry are available on the ASB Baypark website at

www.asbbaypark.co.nz/baypark-information/terms-and-conditions-of-entry

2.16 SMOKING

ASB Baypark is a non-smoking venue and site. Please see specific venue detail for information on dedicated smoking areas.
2.17 **RESOURCE CONSENT COMPLIANCE AND SPECIAL REQUIREMENTS**

ASB Baypark is located nearby residential areas and in the flight path of Tauranga Airport. You may be required to apply for resource consent to operate your event at ASB Baypark in the following circumstances:

- Liquor licenses where existing license doesn’t cover
- Whereby compliance is required outside of the below noise restriction conditions
- Whereby your event needs to commence or finish within the restricted times of our consent conditions

**Noise restrictions**

For events other than the Lion Foundation Centre inside ASB Arena, please refer to the Tauranga City Councils City Plan which includes consent conditions for ASB Baypark.


Your Event Manager can provide you with a copy of the Noise Management Plan on how these conditions will be measured.

**Special requirements**

Special dispensation may also be needed in the following circumstance and written approval from ASB Baypark for:

- Helium Balloons
- Open flames
- Snow machines/confetti
- Fireworks or lasers
- Running of combustion engines
- Flammable substances
- Welding or cutting equipment
- Water / drainage
- Gases / helium /Co2 etc
- Alarm isolation

2.18 **STORAGE**

Storage is strictly limited and the responsibility of the organiser. Any labour required to move bulk items on behalf of the client from storage must be coordinated prior with your Event Manager. Charges may apply for storage space and labour.
2.19 COURIERS, DELIVERIES AND PICK-UPS

ASB Baypark is unable to accept goods on behalf of organisers without prior notification. Goods may be delivered/picked up to/from the venue no earlier than two working days prior to/after the event subject to storage availability (charges may apply). ASB Baypark takes no responsibility for goods left on the premises after the designated time. Any items left on the premises after this time will be deemed abandoned and disposed of accordingly at the organiser’s expense.

All deliveries and pick-ups must be made between 9am and 4.30 on weekdays. Goods must be clearly marked with the following information:

<table>
<thead>
<tr>
<th>Deliveries</th>
<th>Collections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event name</td>
<td>Name of Company</td>
</tr>
<tr>
<td>Event date</td>
<td>Contact name</td>
</tr>
<tr>
<td>Any relevant exhibitor name and stand number if trade show</td>
<td>Physical address</td>
</tr>
<tr>
<td>Contact phone number</td>
<td>Contact phone number</td>
</tr>
<tr>
<td>ASB Baypark Event Manager contact name</td>
<td>Number of items i.e. 1 of 10</td>
</tr>
<tr>
<td>c/o ASB Baypark Arena Reception</td>
<td>Name of Courier Company that is collecting the boxes</td>
</tr>
<tr>
<td>81 Truman Lane</td>
<td>Contact Phone Number</td>
</tr>
<tr>
<td>Mt Maunganui</td>
<td>Order number of the consignment</td>
</tr>
<tr>
<td>Number of boxes / items i.e. 1 of 10</td>
<td>Confirmed collection date</td>
</tr>
</tbody>
</table>

**Customs Clearance:** All deliveries that require customs clearance must be via a Customs broker or Freight forwarder for further information please check the New Zealand Customs website as follows:


2.20 INSURANCE AND LIABILITY

It is recommended that an insurance/liability clause be included in any correspondence with third parties. Whilst every care will be taken by the venue and organising personnel, ASB Baypark will not be held responsible for any loss or damage to the organisers property or that of their sub-contractors, suppliers, clients or patrons, by theft or fire or any other cause whatsoever outside the control of the venue.

The same parties are released from accountability or liability for any damage or loss of goods sent to ASB Baypark, before or remaining after an event, nor whilst in transit to or from the event or during the event.

It is essential that the organisers and other parties make their own arrangements for appropriate insurance cover, including third party liability insurance.

Organisers are liable for any damage their event causes to the venue and its equipment. Pins, nails, tape and other items are not to be used on the walls, ceilings or other fittings at the venue.

Pre and post event building inspections can be arranged with your Event Manager.
3 VENUE SPECIFICATIONS

3.1 ASB ARENA FACILITY OVERVIEW

3.1.1 Venue plans
Level 1

6-COURT

LEVEL 01 SUITES

LION FOUNDATION CENTRE (3-COURT)
3.1.2 Venue facilities and dimensions

Summary of full overview including:

- 87 toilets
- 24 showers
- 6 changing rooms
- 4 family changing rooms
- First aid room

3.1.3 Maximum venue load

Summary of full overview – 5,898

<table>
<thead>
<tr>
<th>Use</th>
<th>Multi Court</th>
<th>Championship</th>
<th>Exhibition</th>
<th>Rock Concert</th>
<th>Concert / Theatrical</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 court ground floor</td>
<td>480</td>
<td>480</td>
<td>3360</td>
<td>480</td>
<td>480</td>
</tr>
<tr>
<td>6 court temporary seating</td>
<td>750</td>
<td>750</td>
<td>0</td>
<td>750</td>
<td>750</td>
</tr>
<tr>
<td>Entry concourse</td>
<td>670</td>
<td>670</td>
<td>670</td>
<td>670</td>
<td>670</td>
</tr>
<tr>
<td>Lion Foundation Centre ground floor</td>
<td>228</td>
<td>90</td>
<td>1596</td>
<td>3924(^{(1)})</td>
<td>1270(^{(2)})</td>
</tr>
<tr>
<td>Lion Foundation Centre ground floor fixed seating</td>
<td>351</td>
<td>351</td>
<td>351</td>
<td>351(^{(1)})</td>
<td>351(^{(2)})</td>
</tr>
<tr>
<td>Lion Foundation Centre stage</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>18</td>
<td>104</td>
</tr>
<tr>
<td>Level 1 function</td>
<td>369</td>
<td>369</td>
<td>369</td>
<td>369(^{(1)})</td>
<td>369(^{(2)})</td>
</tr>
<tr>
<td>Level 1 circulation</td>
<td>392</td>
<td>392</td>
<td>392</td>
<td>392</td>
<td>392</td>
</tr>
<tr>
<td>Level 1 3 court seating</td>
<td>696</td>
<td>696</td>
<td>Not permitted</td>
<td>696(^{(1)})</td>
<td>696(^{(2)})</td>
</tr>
</tbody>
</table>

1. Excluding the stage occupants, the total for a rock concert within the 3 court space (including function space) is 5340 occupants.
2. Excluding the stage occupants, the total for a concert/theatrical production within the 3 court space (including the function space) is 4658 occupants.
3. As stated in the approved fire safety report, the use of theatrical smoke is excluded from consideration within the 3 court space. This constraint is based upon the ability for theatrical smoke to falsely activate the smoke extraction system, which will inevitably be compensated for by disabling the smoke extractions system – which will nullify the life safety provisions for the Level 01 occupants. The expectation is that if theatrical smoke is intended to be used in a production in the 3 court space, then compensatory fire and life safety systems will need to be included in the relevant specific building consent application, to ensure that the disabling of the smoke extraction system does not reduce the fire and life safety provisions for the Level 01 occupants. It is expected that the compensatory systems would include active fire watch personnel, and the ability to quickly manually activate the smoke extract systems.
3.1.4 Venue access

The ASB Arena has two main public points of entry, north and south. The main reception operations are at the south entry. The north entry can be configured to enable exclusive entry for larger events. Please see the individual venue specifications for further details about access.

The roof covering both auditoriums has been constructed using a special clear span truss system so there are no beams or poles present which could interfere with your potential exhibition or concert space.

A lift to level 1 is located at the south entry near reception.

3.1.5 Ticket booths

There are 12 fully secured ticket booths located at the eastern end of the ASB Arena that can service events both in the Arena and in the Stadium. They are each fitted with power, broadband lines, eftpos, cash drawers and distress alarms.

3.1.6 Arena fire system

The building has a monitored smoke detection and a full sprinkler system. There are also smoke extraction systems, automated smoke curtains (which separate people from smoke), monitored alarms and auto door openers. The building is designed with adequate doorways and signage to evacuate people within stringent Fire Safety regulation times and total numbers of patrons are managed to ensure that is achievable.

Disabling of the smoke detection system is possible given a minimum of 7 days’ notice. This will require alternate fire monitoring systems to be provided for the period it is disabled, and may incur an additional charge.

3.1.7 Power

- Mains input to the ASB Arena is from a dedicated 1MVA transformer, to a 1400 amp mains switch.
- Facility exists to operate a 750kVA generator as a backup to the transformer supply, through a mechanical interlock between the 2 supplies.
- Additionally, generators can be located outside the stage area of the LION Foundation Centre, to supplement the electrical supply for concert events if required. Suitable ducting is available to enable cable access into the building.
- There is one 63A Ceeform, and 3 x 20 A 3 phase outlets at the north west side, and 3 x 32 amp 3 phase outlets on the north east side of the LION Foundation Centre suitable for the supply of OB vans.
- See attached electrical plan for the position of the following distribution boards.

3.1.8 House PA system and TV monitors

There is an in-house matrix sound system which is suitable for basic sound reinforcement, background music and public announcements only. A radio mic is available, and can be patched into one or many of the spaces, via the matrix unit.

There are a number of monitors within the ASB Baypark Arena which are used to display information to the public. Please contact your Event Manager to discuss placing information on these screens.

3.1.9 Data and network cables

The building has a good distribution of Cat 6 cabling which is completely patchable throughout the building including a number of outlets on the gantries.
3.1.10 Floor specifications

Both the Lion Foundation Centre and the 6 Court auditorium feature the best available Junkers European Beech sprung floors. The sprung timber floor system provides an “area elastic” floor which responds to the various needs of sports in terms of support, give and feel as athletes use the surface, including ball rebound characteristics.

The centrecourt of the Lion Foundation Centre has a maximum load of 500kg/m$^2$. All other areas have additional support underfloor, which enables a maximum loading of 780 kg/m$^2$ providing protective 22 mm ply is placed over the floor and the load is centrally spread on the sheets of ply. The ply must be locked together to prevent the sheets from shifting if the load is a wheeled object. 22mm plywood sheets are available for this use on request. Loads higher that 1,000kg are permitted but these need to be verified by the floor installers as safe.

Line markings are present for the following sporting codes;

- 9 Basketball
- 9 netball
- 11 volleyball
- 14 badminton
- 6 soccer

Basketball and netball markings with FIBA approved Schelde sprung backstops and FINA approved netball rings, underfloor mounted.

Please note the following guidelines:

- Only non-marking sports shoes are permitted on the sports floors
- Most non-sporting activities are required to protect the floor by installing carpet tiles or using plywood where required. A carpet tiling fee is charged to cover the installation of carpet tiles for the event.
- Only tape which has been approved by venue is permitted for use on the sports floor. A special process is required to be undertaken to ensure the polyurethane surface is not damaged. ASB Baypark staff are available to ensure the correct tape and application method and can provide this service for a labour charge.
- Mobile hoist / fork hoists are to have a layer of plywood laid under their wheel routes
- If motor vehicles are being used as part of an exhibition, arrangements for access to buildings needs to be made through your Event Manager.
- When cars are used as part of an exhibit they should have full tanks of fuel and batteries disconnected. Keys for the vehicle must be left onsite with an appointed ASB Baypark Duty Manager personnel in charge of your event.
- All trolleys used must have pneumatic tyres with rubber wheels to protect the floor.
- Normal procedures to protect the sports floor are expected of all clients, with charges being incurred for any damage which occurs.

3.1.11 Sports Competition mode

- For large sporting tournaments, free access is provided to the Tournament Control Room. This room has access to the Arena Sound System, internet access, and a good view directly into the 6 court Auditorium.
- Access to a PA System is available on request.
- There are changing room facilities which can have restricted access for certain participants if your tournament requires this.
- Use of the Lion Foundation Centrecourt area in conjunction with the stage at the eastern end of the building enables opening and closing ceremonies for tournaments to be efficient and professional, and capable of a ‘wow factor’ for your participants.
- Generally the changeover time for the Lion Foundation Centre to move from 3 court to centrecourt mode will vary depending on the event requirements. The Event Manager will work through this process with you.
- The scoreboard system for Centrecourt is a RMA Sport Stadia 10
- The scoreboard systems on the other six courts are RMA Sport SB3
- The basketball centrecourt hoops are Schield Sports
- At the time of construction The Lion Foundation Centre exceeded the national requirements for run-off and spectator separation from the court. Your Event Manager can provide specific information related to specific codes if required.
- Should 9 courts not be sufficient for your tournament needs, please contact your Event Manager for other options within the ASB Baypark site which may be available (e.g. use of the Pavilions for additional Netball Courts)
3.1.12 Exhibition mode

- Other facilities within the ASB Baypark site which can be used to increase the Exhibition floor area are the nearby Stadium Lounge and Pavilions.
- Several outdoor Exhibition options are also available.
- Protection of the sports floor is paramount – please see the ‘Floor specifications’ section of this document for further details.
- The installation of carpet tiling is required to protect the floor and charges will apply.
- There are several large electrical distribution points within the ASB Baypark Arena. More information is available in the Electrical section of this document.
- Access to the gantries in the ceilings of both spaces is restricted. Suitably trained personnel can be provided access – please contact your Event Manager for more information.
- Temporary Admin/Office space can be available for Exhibition Management in the Tournament Control Room or Rangataua Room.

3.1.13 Concert mode

- Protection of the sports floor is paramount – please see the ‘Floor specifications’ section of this document for further details.
- The installation of carpet tiling is required to protect the floor and charges will apply.
- There are several large electrical distribution points within the ASB Baypark Arena. More information is available in the Electrical section of this document.
- Access to the gantries in the ceilings of both spaces is restricted. Suitably trained personnel can be provided access – please contact your Event Manager for more information.
- Temporary Admin/Office space can be available for Concert Management in the Tournament Control Room or Rangataua Room.

3.1.14 Full Conference / Banquet Mode

- Protection of the sports floor is paramount – please see the ‘Floor specifications’ section of this document for further details.
- The installation of carpet tiling is required to protect the floor and charges will apply.
- There are several large electrical distribution points within the ASB Baypark Arena. More information is available in the Electrical section of this document.
- Access to the gantries in the ceilings of both spaces is restricted. Suitably trained personnel can be provided access – please contact your Manager for more information.
- Temporary Admin/Office space can be available for Conference/Banquet Management in the Tournament Control Room or Rangataua Room.
3.2.1 Lion Foundation Centre Plan
3.2.2 Dimensions

<table>
<thead>
<tr>
<th>Dimension</th>
<th>Floor</th>
<th>2,349 m²</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dimensions</td>
<td>38m x 61.83m</td>
<td></td>
</tr>
<tr>
<td>Configuration</td>
<td>Roof apex to 14.3m with a gantry height of 9.15m from the ground</td>
<td></td>
</tr>
</tbody>
</table>

3.2.3 Capacities and configurations

The actual maximum occupancy and/or ticketing plan will be determined once all aspects of the event (e.g. staging, TV camera positions, sports teams, technical production) have been considered by ASB Baypark staff.

Subject to reduction through event infrastructure including FOH, stage or sight lines the retractable seating configuration guidelines are:

<table>
<thead>
<tr>
<th>Capacity</th>
<th>Theatre</th>
<th>Concert</th>
<th>Sports Mode</th>
<th>Banquet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capacity</td>
<td>4,360</td>
<td>5,340</td>
<td>3,116</td>
<td>1,200</td>
</tr>
<tr>
<td>Layout</td>
<td>Full theatre seating mode with floor seating</td>
<td>Concert retracted with general admission</td>
<td>Sports mode including temporary seating in stage recess</td>
<td>Fully retracted banquet</td>
</tr>
</tbody>
</table>

A summary of fixed and retractable bay seating is as follows:

Key: (R) = Retractable, (F) = Fixed

**DOWNSTAIRS (2,344)**
- Bay 1 (R) - 342
- Bay 2 (R) - 318
- Bay 3 (R) - 342
- Bay 4 (F) - 340
- Bay 5 (R) - 342
- Bay 6 (R) -318
- Bay 7 (R) -342

**UPSTAIRS (664)**
- Block 111 (F) - 112
- Block 112 (F) - 89
- Block 113 (F) - 97
- Block 114 (F) - 64
- Block 115 (F) - 98
- Block 116 (F) - 89
- Block 117 (F) – 115

Total existing seats (excluding restricted viewing) = 3,008

Additional section of temporary seating also available:
- Centre court at a maximum capacity of 1360
- Row ZZ in Bay 104 – 24 seats

Additional portable seating units (total 190 seats):
- 4 x banks of 35 seats (no isles) - 140
- 2 x banks of 25 seats (with isles) – 50

Note an additional capacity of 108 portable seats can be set-up in the stage recess area for international sports.

Possible viewing restrictions can apply in the following bays:
- Ground Floor Row A all bays, depending on venue set-up
- Stage left or right sight lines in Bays 1, 7, 101 or 107
- Possible restricted viewing of stage area from bays 101, 102, 103, 105, 106 and 107 depending on technical rigging.

Persons with disabilities are able to be accommodated for every event. Due to the flexible nature of event layouts, we suggest you discuss this with your Event Manager.
3.2.4 Access

The Lion Foundation Centre is designed as a ‘top loaded’ venue. When the venue is operationally configured on this basis, audience access to all bays except 104 is operated via doors 3, 4 and 5 from Level 1. Bay 104 and any temporary floor seating access via doors 1 and/or 2 on the Ground Floor. If heightened security of the playing or floor surface is of concern, then please discuss this with your Event Manager.

Access for load-in to the Lion Foundation Centre is generally through the double door fire exits at the Stage end of the Building. In addition to this, there are two loading bay access points into the Lion Foundation Centre, which have a concrete hardstand outside the building, and a 2m door height restriction.

Some vehicles (including the use of Fork Hoists) are permitted inside the Centre subject to approval by your Event Manager.

3.2.5 Staging and back of house

A stage recess (19.2m x 15.97m) at the eastern end of the Centrecourt is designed to enable smaller events to setup a stage without encroaching on the main auditorium and for larger events to extend their stage.

A Zhuan Shang Audio Ltd Temporary Staging system is available with height options from 900mm to 1.2m and 1.5m, and a weight loading of 700 kg / sq. m. Time to erect and dismantle the stage varies depending on layout, so please contact your Event Manager for more specific details.

Fully secured performer facilities can be located in the 4 inter-connected changing rooms located approximately 80m from the stage within the Lion Foundation Centre. Immediately behind the stage, the ticket booths and toilet can also be converted to performance facilities. Production facilities are available for Tour Management personnel (subject to availability, hire charges may apply).

3.2.6 Lighting

Lion Foundation Centre is a fully enclosed venue with no natural daylight. Lighting in the area is by T5 DSI dimmable fluorescents which are adjustable to suit the level and type of activity. The center court has lighting capacity of 1100 Lux meeting most requirements for TV coverage. The outside courts have a maximum of 700 Lux.

Control of the ‘houselights’ in the Lion Foundation Centre can be made available to clients as a DMX input. Please advise your Event Manager pre-event if you wish to use this feature.

3.2.7 Sound and Acoustics

Engineered acoustic treatment means indoor events up to 105 dB L_{A10} can be held in the Lion Foundation Centre without breaching noise limitations, as long as frequencies below 63 HZ are restrained. The acoustics are insulated so events can be hosted simultaneously with speedway with little or no sound pollution from the adjoining track.

The Lion Foundation Centre has 12 AMPRO XRS10 speakers permanently mounted in the ceiling, connected back to the central matrix unit located at reception.

3.2.8 Projection

The Centre has two permanently mounted 9600 Ansi Lumen Panasonic PT-DW90X Data projectors, with ETD75LE4 Lenses. Complimenting this are two electric screens, one either side of the Stage opening. VGA Input into these projectors is via switching units at the rear of the stage, which enable different images to be displayed on each screen, or the same image from one source (e.g. Laptop). Please contact your Event Manager for further details.

3.2.9 Rigging

The Lion Foundation Centre has 2 main trusses, with 2 secondary crawl trusses, and one additional truss parallel to the crawl trusses. Detailed plans including loading capabilities on the various trusses are available from your Event Manager. Any weight loading which does not fall within the specifications can be checked by the original building engineers. Charges may apply.

Above the stage enclosure are 2 beams, which have a load capacity of 100kg per linear meter, with no more than 2 point loads of 250kg ea.
Whilst the potential maximum suspended load in the Center can be in excess of 20,000 kg, any rig with a complex loading, or a combined load in excess of 5000kg, must receive design approval from the building engineers.

The general roof beams have no bearing capacity and therefore are not permitted for any weight bearing activity.

Gantry access is restricted, and should be coordinated well in advance of the event day. Only suitably trained persons will be provided access, however this will not be unreasonably with-held. In some situations a relevant safety plan may be required to be submitted.

Any event suspending a total load of over 300kg must submit their hanging plan to ASB Baypark with sufficient time for review and approval prior to their event. Depending on complexity, this may be up to 6 weeks prior to the event.

The distance from the floor to the bottom of the gantry is 9m.

3.2.10 Air conditioning

In event mode, the Lion Foundation Centre runs on a fully automated air-conditioning system activated by temperature and air quality sensors.

3.2.11 Drapes

Venue drapes are available for dressing of the wall when seating is retracted, in front of Bay 104 and in the stage recess area. The drapes can also be erected from the truss to divide the room where necessary. Additional charges may apply.

3.2.12 Power

Within the Lion Foundation Centre the following distribution boards and supplies exist:

- **DB5 Stage Right of the Stage Area - 400 Amp Supply.** From this, a 250A RCD Protected Sub Mans switch supplies 400A channel Lock connectors. There are also 2 x 100 A 3 phase circuit breakers located within the switch board to enable tails to be connected.
- **DB6 Stage Left of the Stage Area - 250 Amp Supply.** 2 x 63 A Ceeform 3 phase outlets and 1 x 32 A 5 Pin PDL56 Series 3 Phase outlets are mounted on the side of the cabinet. Additional space is available for tail connections.
- **PB1 On Stage Right Gantry - 200 Amp Supply with 2 x 63 A 3 Phase Ceeform outlets, and 10a domestic outlets.** Additional space available for tails to be connected.
- **PB2 On stage Left Gantry - 200 Amp Supply with 2 x 63 A 3 Phase Ceeform outlets, and 10a domestic outlets.** Additional space available for tails to be connected.

3.2.13 Television broadcasting

Ample parking for OSB vans and support vehicle stalls can be provided in the sealed service area at the back of the Lion Foundation Centre.

There are ports in the external walls of both the storage areas to allow external broadcasting trucks to lead cables into the LFC area and close the external roller shutter door to maintain the acoustic rating.

A demountable television camera platform 3.7m wide and 1.8 m deep can be erected on the side of the court 1 centre line with hatchers through the floor for easy cable access. This is mounted above the last row of seats in the fixed bleacher section. Behind the goal post in front of the breakout rooms is another hatch for easy access of cables.

3.2.14 Scoreboards

Demountable four sided Computronics full LED matrix, sports scoring and animated graphics board. FIBE approved Basketball shot clocks.

Centre court Scoreboards are RMA Sports Equipment Stadia 10.
3.3 TECT 6-court Auditorium
3.3.1 TECT 6-Court Auditorium Plan
3.3.2 Dimensions

<table>
<thead>
<tr>
<th>Floor</th>
<th>4,583 m²</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dimensions</td>
<td>72.6m x 63.13m</td>
</tr>
<tr>
<td>Configuration</td>
<td>Centre roof apex to 12m with a gantry height of 6.12m from the ground. Side walls reach roof apex of 8.43m.</td>
</tr>
</tbody>
</table>

3.3.3 Capacities and Configurations

<table>
<thead>
<tr>
<th>Capacity</th>
<th>Theatre</th>
<th>Exhibition</th>
<th>Cocktails/Concert</th>
<th>Banquet</th>
</tr>
</thead>
<tbody>
<tr>
<td>3,330</td>
<td>200+</td>
<td>3,300</td>
<td>2,500</td>
<td></td>
</tr>
<tr>
<td>Layout</td>
<td>6 x Basketball, 6 x Netball, 6 x Soccer, 8 x Volleyball, 12 x Badminton Courts</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3.3.4 Access

Access to the 6 Court Auditorium is by two large loading bay doors at the west end of the Arena. These are 4.8m high and 6m wide. All the loading bays have concrete hard stands leading up to the exterior doors. The 6 court has a 4 metre limit that large high vehicles are permitted into the building. Loading into the building with a fork hoist needs to be under supervision.

Additionally there are multiple double door fire exits in the north and south walls of the 6 Court Auditorium which can be used for Event access.

3.3.5 Rigging

The 6 Court Sports Hall roof consists a 5m deep central spine truss with cell beam rafters spanning into this truss. A full rigging manual with further details is available on request.

3.3.6 Lighting

The 6 court area has natural lighting together eliminating the need for electric lighting during most daylight hours. Artificial lighting is supplied via Bi Level Metal Halide fittings, delivering approximately 750 lux at floor level.

3.3.7 Sound and Acoustics

The 6 court Auditorium does not have specific acoustic treatment, and is therefore generally not suitable for amplified events.

The 6 Court Auditorium has 8 x AMPRO XRS10 speakers permanently mounted in the ceiling, connected back to the central matrix unit.

3.3.8 Ventilation and heating

The 6 court area is naturally ventilated. Limited heating for the 6 Court Auditorium is via radiant heaters.
3.3.9 Power

Within the 6 Count Auditorium the following distribution boards and supplies exist;

- DB3 – In store Room of 6 Court. 160 Amp Supply, which also feeds localised lighting and power circuits.
- DB4 – In store Room of 6 Court. 160 Amp Supply, which also feeds localised lighting and power circuits.
- PB3 – In Gantry of 6 Court. 200 Amp Supply at the ‘central core end’ of the gantry. 2 x 63 A 3phase Ceeforms, and 2 x 10a domestic outlets, with additional space for tails to be connected.
- PB4 – In Gantry of 6 Court. 200 Amp Supply in the center of the gantry. 2 x 63 A 3phase Ceeforms, and 2 x 10a domestic outlets, with additional space for tails to be connected.
- PB5 – In Gantry of 6 Court. 200 Amp Supply at the Store Room end of the gantry. 2 x 63 A 3phase Ceeforms, and 2 x 10a domestic outlets, with additional space for tails to be connected.

Floor Service Ports

There are 4 utility floor ports, each providing single phase power and two data points in the 3 court and 4 of the same in the 6 court.
3.4 ASB ARENA SUITES
### 3.4.1 Suites Plan

![Suite Plan Diagram]

### 3.4.2 Venue dimensions

<table>
<thead>
<tr>
<th></th>
<th>Combined</th>
<th>Suites 1 &amp; 4 (each)</th>
<th>Suites 2 &amp; 3 (each)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Floor</strong></td>
<td>435 m²</td>
<td>96.43 m²</td>
<td>111.45 m²</td>
</tr>
<tr>
<td><strong>Dimensions</strong></td>
<td>37.08m x 11.21m</td>
<td>8.6m x 11.21m</td>
<td>9.94m x 11.21m</td>
</tr>
<tr>
<td><strong>Ceiling height</strong></td>
<td>Ranging from 2.8m at the lowest point (beams) to 3.15m</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 3.4.3 Capacities

Subject to reduction through event set-up, capacity guidelines are as follows:

<table>
<thead>
<tr>
<th></th>
<th>Theatre</th>
<th>Cabaret</th>
<th>Classroom</th>
<th>U-shape</th>
<th>Cocktails/Concert</th>
<th>Banquet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suite 1, 2, 3, 4</td>
<td>80</td>
<td>36</td>
<td>36</td>
<td>24</td>
<td>92</td>
<td>60</td>
</tr>
<tr>
<td>(individual)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Combined</td>
<td>330</td>
<td>144</td>
<td>120</td>
<td>-</td>
<td>369</td>
<td>300</td>
</tr>
</tbody>
</table>
3.4.4 Access

The suites are accessible by three staircases, one above and two above the north facing entries to ASB Arena.

A lift to level 1 suites is located at the south entry near reception and can be used to transport goods. The measurements are 1500mm (w) x 2220mm (d) x 2400mm (h). The door opening is 1000mm (w) x 2100 (h). Maximum load is 1600 kg or 21 persons.

3.4.5 Sound and projection

Each of the 4 suites has a Mitsubishi WXGA (1200 x 800 resolution, 3500lm) data projector and screen, which can be linked together when multiple rooms are being utilised for the same presentation. Each of the screens are 2.7m wide x 1.5m high ceiling mounted.

Separate sound systems with inputs for laptops, microphones and line level devices are available in each suite, with the added functionality of linking all 4 suites sound systems together if required.

3.4.6 Performance stage and lectern

Staging and lecterns are available for use in the suites and charges will apply. Inter-connectable stage sections measure 2.4m (w) x 1.2m (d) x 600mm (h).

3.4.7 Lighting

There are three in-house lighting levels available at low, medium and high.

3.4.8 Air conditioning

In event mode, the suites run on a fully automated air-conditioning system activated by temperature and air quality sensors.
3.5 ASB STADIUM LOUNGE
3.5.1 Stadium Lounge Plan

3.5.2 Venue dimensions

<table>
<thead>
<tr>
<th>Floor</th>
<th>742m²</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dimensions</td>
<td>General function space 47.9m x 15.5m</td>
</tr>
<tr>
<td>Height</td>
<td>Slope range from 3.5m to 4.5m</td>
</tr>
</tbody>
</table>

3.5.3 Facilities

The Stadium Lounge is a self-contained venue with a bar, toilet facilities and balcony.

3.5.4 Capacities

<table>
<thead>
<tr>
<th>Theatre</th>
<th>Cabaret</th>
<th>Classroom</th>
<th>Cocktails / Concert</th>
<th>Banquet</th>
<th>Exhibition Stands</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASB Lounge</td>
<td>500</td>
<td>270</td>
<td>250</td>
<td>500*</td>
<td>450</td>
</tr>
</tbody>
</table>

* Capacity may be increased with the implementation of a fully approved fire evacuation plan from a fire engineer to 900.
3.5.5 Access

The Stadium Lounge has 2 single ramps (wheelchair width) and 2 main double doors accessed by stairs. A ramp will be required for load in of equipment to the lounge.

3.5.6 AV

The Stadium Lounge is equipped with a basic public address system which may be suitable for some events. It is advisable to upgrade this system for quality presentations. Please consult your Event Manager for further information.

3.5.7 Lighting

The Stadium Lounge has house lighting on ceiling and pillar circuits. House lighting can be operated from a single panel located near the bar entrance.

3.5.8 Performance stage and lectern

Staging and lecterns are available for use in the Stadium Lounge and charges will apply. Five inter-connectable stage sections measure 2.4m (w) x 1.2m (d) x 600mm (h).

3.5.9 Power

There are a number of single phase outlets located around the room.

3.5.10 Rigging (truss loading)

There are two lighting bars permanently positioned between the pillars, additional rigging can be added to the room by our technical team.

3.5.11 Drapes

Black drapes are available to dress the venue. Charges will apply.

3.5.12 Air conditioning

The room is fully air conditioned and the temperature controlled by four panels next to the bar.