

SARGOOD GALLERY USER GUIDE AND EXPECTATIONS



- ❖ Pick up proximity key for access to the building from reception during office hours as advised. Please return the key to the same place either the same day of your event or the next working day at the latest along with your contact tracing records if required as per the hire agreement.
- ❖ Ensure the facility is secure at the end of your event. Check windows and doors are locked. Note the main entrance door has a magnetic time lock on it and is designed to lock automatically at pre-set times. After hours a proximity key is required to enter the building. On leaving, press the green button on the right-hand side of the door to exit. On departure please check that the magnetic lock has properly engaged to ensure locking of the door. If you have used the “hold open” key on the green doors please ensure it is turned back to the 12 o’clock position and then removed. Otherwise our doors will not function properly then next working day.
- ❖ Gallery Hire \$400+GST for more than 3 hours and up to 24-hour period in one calendar day
- ❖ Gallery Hire \$250+GST for up to 3 Hour Period
- ❖ Each additional classroom \$125+GST
- ❖ If applicable - Cleaning Charge \$70 to \$140 + GST depending on the nature of the event and rooms booked
- ❖ Please respect the facility and take care while it is your responsibility. Furniture in the Gallery must be lifted before moving so as not to damage the historic floor.
- ❖ Please note that the facility is under video surveillance for safety purposes.
- ❖ Report any major damage, malfunction or breakages to facilities or the building immediately to the after-hours number below and any minor incidents as well as major incidents to the Booking Administrator in writing.
- ❖ You are responsible for health and safety for your event, and this includes our requirements for contact tracing.
- ❖ Please leave the kitchen and gallery space clean and tidy with all furniture returned to its original place. All surfaces to be cleaned thoroughly especially in the kitchen and any high touch areas. Failure to adhere to this may incur additional costs.

- ❖ **For after-hours assistance with security issues or major facility fault during your function, please contact: Campus Services. Phone 474 7290. This is their after-hours number and will be answered.**
- ❖ In the event of emergency, the emergency evacuation point is the Otago Tennis Club car park opposite the main entrance to the Sargood Centre.
- ❖ For WiFi choose the OP Guest network and follow the directions to register for access for 24 hours. Details are collected for COVID-19 contact tracing purposes