

About AltSpace

AltSpace provides a flexible workspace without the long-term contracts or expense of a serviced office. Whether you need a place to work, a meeting room for a client or a quiet place to catch-up on your paperwork, AltSpace can assist you.

Right in the heart of Wellington's CBD, AltSpace is available by the hour, day, week or month to suit your needs and is not managed by a distant landlord or property manager.

Our reception area has an LCD screen that can display your company logo and welcome message to your guests when they arrive at our offices. Our receptionist will be there to greet them and we can even arrange for secretarial staff to take minutes.

Like to use our 12 seat boardroom that is fitted with electronic whiteboard, flip board, data projector and x" screen and with x" LCD screen and blue ray player that is fully equipped for video conferencing?

Looking for a private meeting room with amazing harbour views that includes video conferencing, whiteboard, x" LCD screen that can seat 8 people?

Contact AltSpace today or complete the booking form at the end of this document.

Location

AltSpace is located at:

Level 22

Plimmer Towers

2 Gilmer Terrace

Wellington

Entrance via Plimmer Steps or Gilmer Terrace.

Plenty of parking is available in the building by Tournament Parking or one of the many parking locations along Bolcourt Street.

Reception

The AltSpace reception is staffed from 8.30am to 5pm to assist you and your guests. Reception can be staffed outside these hours by arrangement.

Equipment

Our meeting rooms coming fully equipped and it is all included in the room rental cost.

All room rentals include the following:

- ⇒ Data Projector
- ⇒ Video Conferencing
- ⇒ High Speed Internet Access
- ⇒ Wi-fi
- ⇒ Whiteboard
- ⇒ Flipchart (with stand)
- ⇒ HD LCD TV Screen
- ⇒ Coffee and Tea
- ⇒ Air conditioning

In addition Tui (Boardroom) also includes:

- ⇒ Mounted Data Projector
- ⇒ X" screen
- ⇒ DVD player
- ⇒ Electronic whiteboard

If you require any further equipment please let us know.

Room Details

Tui

Tui is the AltSpace boardroom with table with seating for 12. Can be converted to theatre style with seating for 25.

Includes ceiling mounted data projector, x" wall mounted screen and x" HD LCD screen, DVD player and wall mounted electronic whiteboard. Fully equipped for video conference.

Kea

With harbour views from Oriental Bay to the Hutt Valley Kea is our executive meeting room. Seating for 8 or theatre style for 16. Includes x" wall mounted screen and x" HD LCD screen, white board and is fully equipped for video conference.

Weka and Pukeko

Each is a private meeting room with seating for 6. Includes white board and speaker phone.

Venue

The entire AltSpace venue is can be used after hours for your event. The entire office and meeting rooms can be used as well as the open plan working area. Wi-fi, wired access and all amenities are included.

Catering

AltSpace can arrange for catering at your request or you can arrange your own to be delivered at AltSpace. A charge will apply should the room required to be cleaned after your rental.

Rates

Tui

Usage rate is \$50 per hour, \$175 for half day or \$250 for the entire day.

Kea

Usage rate is \$40 per hour, \$150 for half day or \$200 for the entire day.

Tui

Usage rate is \$20 per hour, \$75 for half day or \$125 for the entire day.

All rates include use of all the equipment and related services of AltSpace for the meeting rooms.

Venne

Please contact AltSpace for details on this.

Terms & Conditions

Services are being provided by AltSpace acting by and through Foxbane Consulting Limited.

Acceptance of Terms – Completion of this application form acknowledges the acceptance of the Use of Service and/or the Acceptable Use Policy by the applicant.

Quiet Enjoyment – All members and guests have the right to quiet enjoyment and any behaviour that breaches this will not be condoned.

Internet/Network Usage – No spamming, posting or downloading files that you know or should know are illegal or that you have no rights to. Access any other device connected to AltSpace network or the Internet that you do not have permission to access.

Liability – All members and guests are responsible for their own belongings and actions. Should any action or inaction cause damage or cost to AltSpace then that cost will be levied to that member or members.

No Pets or Bikes – The building owner does not allow bikes or pets in the building. This is a lease condition that AltSpace has no control over.

Guests – The booking client must accompany any guest at all times. A guest must be listed in the Guest Register before using any of the AltSpace amenities. The booking client will be responsible for their guests actions at all times.

Invoicing and Payment – Payment for casual usage is either paid on the day of use unless other arrangements have been made with AltSpace.

Catering – The client is able to bring or have arranged delivery of their own catering requirements or use catering services requested of AltSpace. Should AltSpace be required to clean up the meeting room due to catering or other soilage then a \$50 fee will be charged plus any cleaning costs incurred.

Cancellation – Should the booking be cancelled more than 10 working days in advance no charge will be incurred. If cancellation is received 10 or less days in advance 40% of meeting rental will be charged, 2 days or less 100% of meeting rental will be charged.

Hours – Normal hours are 8.30am to 5pm weekdays. Uses of the facilities outside these hours are by arrangement. Should your room usage extend past 5pm the hourly charge of that room will apply per hour, or part hour.

Booking Request

Room

Tui Kea Weka Pukeko Venue

Length

Hourly Half Day All Day After hours

Date & Time

Day: / / Start: am/pm Finish: am/pm

Special Requirements:

Client Details

Name: _____

Title: _____

Company: _____

Address: _____

City: _____

Cell Phone: _____

Website: _____

Email: _____

Completion or acceptance of AltSpace membership application does not create a tenancy but a prepaid usage licence to use the provided amenities on a casual basis. The Acceptable Use Policy (AUP) must be adhered to at all times. Failure to follow the AUP can result in immediate termination of services and/or further charges.

I agree to the AltSpace Use of Service/AUP listed in this agreement, which is in place for all users.

Signed: _____

Name: _____

Date: _____

Please fax or email this form to AltSpace +64 (4) 974 8211 or reception@altspace.co.nz