The **Education Discovery Centre** is suitable for small group events and workshops

Suggested room capacity 30 pax - depending on room set up

WiFi | Tables and chairs | Direct outside access | outside courtyard with sunshade | dedicated toilets | air conditioning | projector screen | sinks | flat access | self-contained room

Availability is limited due to museum requirements, but enquiries are welcome

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The **Museum Foyer** is suitable for larger group functions

Suggested room capacity 70 pax (seated), 130 pax (standing) – depending on room set up

WiFi | Direct outside, step-free access | deck | air conditioning

Availability is generally limited to late afternoon/evening events due to museum requirements, but enquiries are welcome

Hire of the Museum Foyer does not include the Exhibit Café kitchen. Exhibition galleries may be made accessible with prior arrangement.

All catering, security, equipment, and use of kitchen areas are subject to additional charges.

Evening events include x1 staff member on site whose primary role is to coordinate with the hirer and ensure the safety and security of the museum building and collections. The hirer is responsible for providing personnel to support the needs of their event. Any additional staffing supplied by the museum will be charged at a rate of $50 per hour.

The museum has the following furniture and equipment available:

- event seating (90 seats) and folding tables (6). Use of chairs and tables is included in venue hire fee if set up and pack away is undertaken by hirer.
- Portable microphone and speaker | $50.00
- Large portable TV for presentations | $50.00
- Piano | $50.00 – note piano tuning will be an additional cost at hirers expense if required
- Hot water urns | $10.00

Please note the museum cannot supply cups, glasses, or cutlery.

Any other equipment requirements for an event will be the responsibility of the hirer.

The museum does not have a liquor licence. It is the responsibility of the hirer to comply with the Gisborne District Local Alcohol Policy if they wish to sell or supply liquor.

All venue hires and any amendments to the above rates and charges are made at the discretion of the Museum Director.

Tairawhiti MUSEUM
Te Whare Taonga o te Tairawhiti

Tairāwhiti Museum & Art Gallery

VENUE HIRE

information & charges 2025

for venue hire enquiries and bookings contact:
Museum Director
06 8673832 xtn 801
tnepe@tairawhitimuseum.org.nz

	half day 9am - 1pm or 12pm - 4pm*	full day 9am - 5pm*	evening 4.30 - 10pm*
Education Discovery Centre	Community rate $100 Corporate rate $150 Note Sunday opening hours 1.30 – 4pm only Generally limited availability***	Community rate $150 Corporate rate $250 Generally not available Sunday***	Community rate $250 Corporate rate $400 (3 hours including pack in pack out)**
Museum Foyer	Generally not available***	Not available	Community rate $300 Corporate rate $450 (3 hours including pack in pack out)**
Exhibition Galleries	Generally not available***	Not available	Community rate $300 Corporate rate $450 (3-hours including pack in pack out)**
Exhibit Cafe	For bookings for café area (including deck) only enquire with the cafe manager 06 867 3832 xtn 812		

All rates listed are exclusive of GST

*including pack in/pack out time
**for additional hours – an hourly rate of $100 per hour applies
*** enquire with Museum Director for availability

Exhibition galleries, Wyllie Cottage and the Star of Canada are sometimes available for hire for events

Galleries have different capacities (30 - 100 pax) dependent on the gallery use and set up

Please note that the museum does not generally make alterations to exhibitions (including layouts, lighting) for venue hire purposes.

Food and drink is generally not permitted in gallery spaces. The Museum Foyer can be utilised for catering purposes for an additional fee depending on requirements.

Most exhibition galleries have a rotating programme of exhibitions. The museum may be able to arrange a talk by museum staff or exhibiting artists to support your event. This must be organised in advance and may incur an additional speaker fee. Other options, such as a behind-the-scenes tour may also be available by prior arrangement.