

# HOST YOUR SPECIAL EVENT AT AUCKLAND'S MOST ICONIC VENUE



Tāmaki  
Paenga Hira  
Auckland  
War Memorial  
Museum



*“The Auckland Museum and its team were outstanding. Our night and the lead up ran smoothly, these events can be quite stressful but using the Auckland Museum, its team and its recommended partners made our night perfect. Thank-you.”*

**CMP CONSTRUCTION, DONNA THOMPSON**





# HAERE MAI TĀMAKI PAENGA HIRA AUCKLAND WAR MEMORIAL MUSEUM WELCOMES YOU

With many unique and memorable venues to choose from, Auckland Museum provides a spectacular setting to host your next special occasion. With its striking neo-classical architecture and majestic columns, the Museum is one of Auckland's premier event locations. Whether your event is big or small, you'll find the venue to suit your event in one of Auckland's most iconic buildings.

We would love to hear from you, please contact our Event Sales team: **09 302 9765** or **[myevent@aucklandmuseum.com](mailto:myevent@aucklandmuseum.com)**

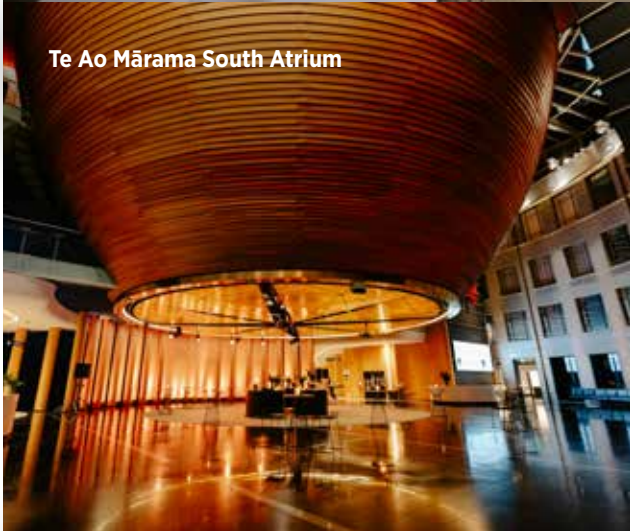




# We can help organise a wide variety of events, including:

- Gala dinners
- Conferences and meetings
- Seminars
- Product launches
- Client presentations
- Cocktail functions
- Film screenings
- Awards nights
- And many more....

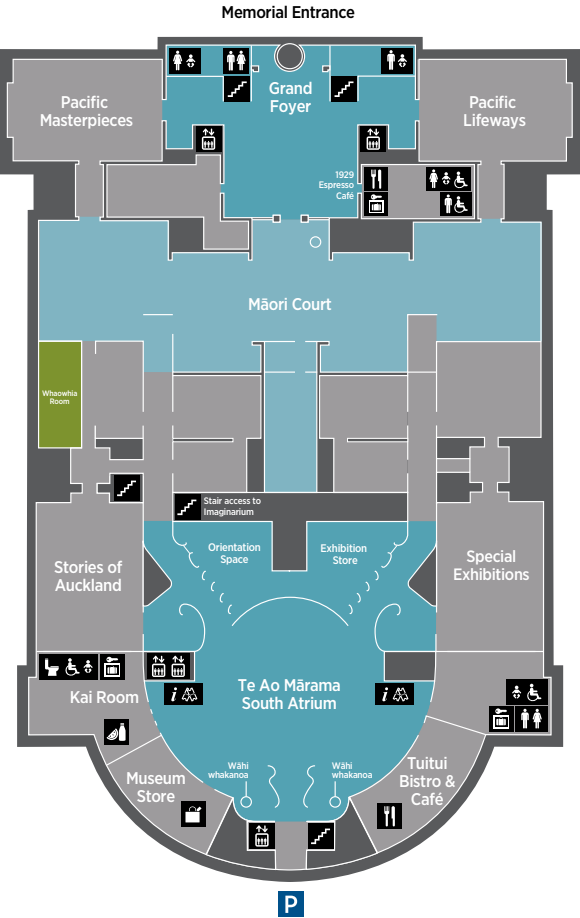
VENUE SPACE	SEATED DINING	STANDING COCKTAIL	THEATRE
Te Ao Mārama South Atrium	300	400	400
Under the Dome	450	500	600
Grand Foyer	150	300	100
Auditorium & Lobby	-	199	199
Champagne Mezzanine	-	200	-
Origins Gallery	-	200	-
Whaowhia Room	16	-	-



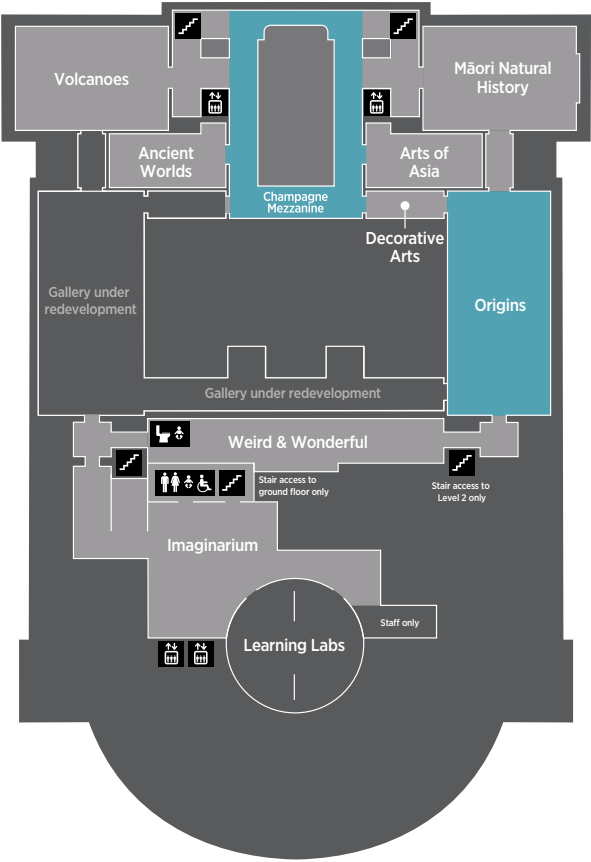


# Maps of Museum galleries and venue spaces

## GROUND LEVEL



## LEVEL ONE



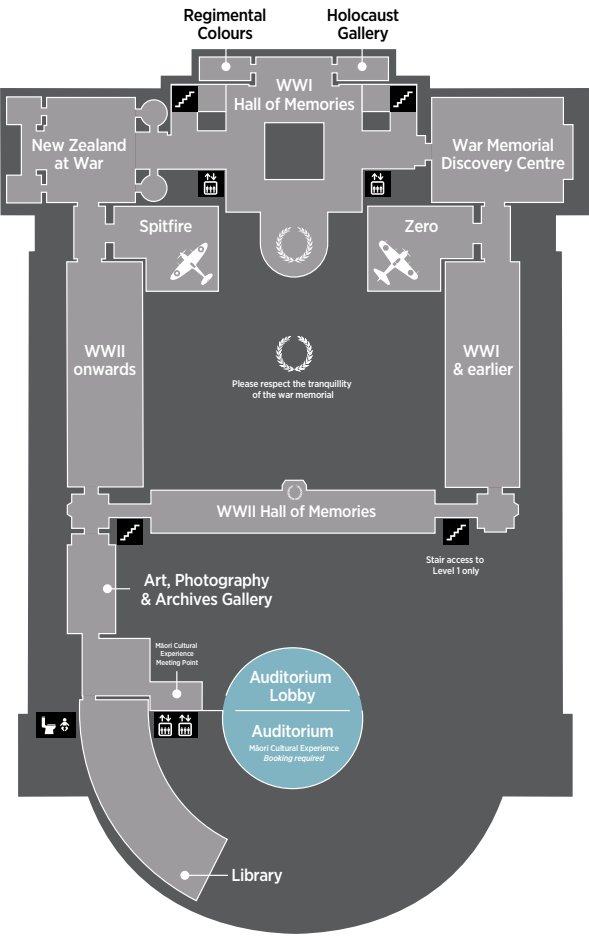
Available for hire outside Museum opening hours 6-nights per week

Available for hire 7-days/nights per week



# Maps of Museum galleries and venue spaces

## LEVEL TWO



## LEVEL THREE



Available for hire from 3pm, 7-days/nights per week Available for hire 7-days/nights per week





# Private Māori Cultural Performances

The Māori cultural performers at Auckland Museum provide a stirring, unforgettable, high-energy performance that can be booked for all private event types. Please talk to your Event Sales Manager for further information, pricing and options for creating an unforgettable experience for your guests.

We have many types of performances available to suit any event:

- Māori Welcome/Powhiri
- Māori Show only
- Vibrant Māori Welcome
- Mihi Whakatau
- Māori Welcome and Show
- Māori Show and Guiding
- Māori Welcome/Show/Guiding



## Explore the Museum after hours

You and your guests are welcome to explore the Museum after hours, with private tours of the galleries or access to current special exhibitions taking place. Your Event Sales Manager will be able to advise pricing, the best options for your event, as well as any special exhibitions that may be taking place over the dates of your event.



## Personalised gifting options

The Auckland Museum Store offers a range of personalised gifting options that can help to communicate the culture and values of your company. We can also organise the Museum Store to be open during your event. Talk to your Event Sales Manager about the best options for your event.





# Let us help with the finishing touches

## CATERING

Take the stress out of organising your event and leave it to our expert accredited caterers – whether that's choosing the perfect table settings or designing a special themed menu. They are familiar with all the venues and can be relied on to make your event run seamlessly.

Beverages can be purchased through the caterer you have chosen, if you would prefer to source your beverages yourself (BYO), a charge will apply per person.

Please note that we do not allow any outside catering or self-catering. If you have any questions on food, beverage, glassware, cutlery, or crockery before making your booking, please feel free to contact:

**Collective**  
FOOD & HOSPITALITY EXPERIENCES

**Collective**  
09 575 1575  
[experiences@collective.co.nz](mailto:experiences@collective.co.nz)

**THE  
GREAT  
CATERING  
CO.**

**The Great Catering Company**  
09 376 1424  
[sales@greatcatering.co.nz](mailto:sales@greatcatering.co.nz)

**urban**  
GOURMET

**Urban Gourmet**  
09 366 3086  
[events@urbangourmet.co.nz](mailto:events@urbangourmet.co.nz)



# Stand out from the crowd

## AUDIO VISUAL

Are you looking to add sizzle to your event with special lighting or extra sound and staging? Our recommended AV supplier is Multi-Media Systems who can guide you on how to create an unforgettable event. You are welcome to discuss your AV requirements with your Event Sales Manager or directly with Multi-Media Systems on:

**Multi-Media Systems**  
09 523 3049  
[info@multi-media.co.nz](mailto:info@multi-media.co.nz)



You do have the option to choose your supplier should you prefer. Please discuss this with your Event Sales Manager as an AM Venue Technician may be required. If you have booked the Auditorium and Lobby venue, these spaces have built-in AV that the Museum's in-house AV team manage and will also incur AM Venue Technician fees. If you would like to receive a list of the equipment that is included in the hire of these spaces, please let your Event Sales Manager know.





# FAQs

## GENERAL RULES

### Q. When are the Auckland Museum venues available for hire?

Auckland Museum is available to host events 363 days a year, with closures on ANZAC Day (25th April) and Christmas Day (25th December). Under the Dome and Whaowhia are available for event bookings seven-days/nights a week. The Auditorium and Lobby are also available seven days a week, from 3pm. onwards. Te Ao Mārama South Atrium, Grand Foyer, Champagne Mezzanine, and Origins Gallery are public spaces accessible during museum opening hours, including late-night Tuesdays, making these venues available for events six nights per week.

### Q. Can my guests explore the Museum during my event?

If your event takes place during Museum hours (10:00am - 5:00pm), guests are welcome to explore the public galleries on pre-arrangement. Private tours are also available at an additional cost. For after-hours events, we can arrange guided tours, a private Māori Cultural Performance, or provide access to the galleries or special exhibitions for your guests to explore independently. Please consult with your Event Sales Manager for more details and pricing.

### Q. What time does my event need to finish by?

All guests need to have departed the venue by midnight.

### Q. Can I smoke in the venues?

Smoking, including vaping and e-cigarettes is not permitted anywhere within Auckland Museum at any time, including the venues.

### Q. Are there any events you don't hold at Auckland Museum?

We are unable to accept bookings for 18th and 21st Birthdays. However please do contact us with regards to other Birthday or Anniversary celebrations.

## OPERATIONAL

### Q. Can I self-cater?

Unfortunately no – our venues require caterers who understand the environment. You can choose from one of our three accredited caterers.

### Q. Is there Wi-Fi available to the event guests?

Complimentary Wi-Fi is available Under the Dome and the Auditorium. Wi-Fi is also available in our other venues using the 'Museum – PUBLIC' network. Please ask your Venue Coordinator for access details on the day of your event.

### Q. Where can my guests park during the event?

Auckland Museum's car park is available for your guests at an hourly rate. Alternatively, you can cover the parking fees for your guests based on usage. For an evening event we can offer discounted parking from 5.00pm-12.00am at \$11.50 per car. Parking is also available around the Museum. Charges may apply.

### Q. What time can we pack in for our event?

The venue access times vary depending on your chosen space. This is based on if your venue is a public space during the Museum opening hours (10.00am-5.00pm), or if it is a purpose-built event venue. Under the Dome and the Auditorium pack-in times can vary, however, all other spaces are only available from 5.15pm, once the Museum has closed for the day.

### Q. Can we pack out the day after the event?

Your venue must be returned to empty with all equipment removed after guest departure from your event. The Museum does not have any storage for equipment pre or post event.

### Q. Are there any restrictions on the types of decorations we can bring in for the event?

Auckland Museum is committed to the care and preservation of the collections housed within the building. Please contact your Event Sales Manager if you are considering bringing materials into the Museum such as:

- Plants in soil
- Flowers or plant material, either fresh cut or dried
- Animals or animal material, for example feathers
- Wood

Auckland Museum staff will determine if the material can be permitted into the Museum in accordance with international guidelines on preventative conservation in museums. In some cases, pest treatment may be required and the cost of this will be invoiced to the booker.

Items that we cannot allow include:

- Open flame candles
- Helium balloons
- Smoke/haze/CO2 gas
- Dry ice machines
- Confetti
- Cold sparks

# Finalising your booking

## BOOKINGS

### **Q. Can you offer a discount on the venue hire or community/charity rates?**

The Auckland Museum is supported by the ratepayers of Auckland. Any revenue that we make is put into making sure the Museum will be open for generations to come, and hiring our venues is one source of this revenue. Due to this we do not have specific community/charity rates, please discuss your budget requirements with your Event Sales Manager.

## CONFIRMING A BOOKING

- Please check the availability of your preferred date/s.
- Pencil bookings will be held on a first option basis for one month.
- If another client is ready to confirm on the same date, you will be advised and have 72 hours to release or confirm the date.
- On confirmation of your booking you will need to sign a contract and make a deposit payment by direct credit or credit card\*.
- If your signed contract and deposit are not received by the 20th of the following month the Auckland Museum reserve the right to cancel your booking.
- Quoted pricing is subject to change from the time of enquiry, all quotes are valid for 28 days after issue. However once contracted the pricing will remain as stated in your signed contract.
- All final costs including, security, cleaning, BYO and furniture removal, are invoiced post event and must be paid by the 20th of the following month


## CANCELLATION POLICY

Our Event Sales Manager will discuss our Cancellation Policy with you.

\*Please note a credit card surcharge of 2.5% will be incurred on any payments







*“The event was exceptional and being hosted in such a grand building made the night even more special.”*

**PAUL GRAHAM, HEALTHLINK**



# THANK YOU

We're looking forward to welcoming you and your guests soon.

Please contact us on **09 302 9765**  
or [myevent@aucklandmuseum.com](mailto:myevent@aucklandmuseum.com).  
We would love to hear from you.



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