



CENTRE FOR GLOBAL ACTION

The Centre for Global Action is a Wellington based, public focused community of not-for-profit of organisations sharing a common vision: Empowering New Zealanders working for a safer, more just world.

The Centre for Global Action is in the heart of Wellington, located on level 2 of the James Smith Building on the corner of Cuba and Manners Streets.

TO FURTHER OUR AIM THE CENTRE OFFERS:

- Access to information about the world through an onsite library, online services, meetings and workshops.
- Advice on how to take action to create a better world.
- Space where groups can come together to discuss and explore global issues.
- Direct access to all the member organisations.
- Furnished meeting spaces where seminars, workshops and presentations can be held.

MEETING ROOM HIRE

Meeting Rooms that can be flexibly expanded to provide spaces of 40m², 80m² or 120m² – with adjoining kitchen – are available to hire.

Number of Rooms	1	2	3
Per hour	\$15	\$25	\$35
Per ½ day	\$40	\$55	\$70
Per day	\$75	\$85	\$110

Bookings are invoiced directly on a monthly basis and are payable before the 20th of the month. A penalty fee of \$20 may be imposed for cancellations with less than 24hrs notice. A penalty fee of \$30 may be incurred if facilities are left in an unsatisfactory state. Organisations with outstanding invoices may be declined further bookings until the invoices are paid.

The Centre for Global Action reserves the right to choose who can and cannot use their facilities. All people using facilities within the Centre for Global Action are expected to behave in a manner consistent with the values and beliefs of the Centre. This involves acting with integrity and respecting the rights of others.

MAKING A BOOKING

- Booking are made through **Amanda Holdaway**, the CGA Floor Coordinator.
- If you have not used the facilities before, you will need to provide contact details.
- When you book, please indicate how many rooms you require or the numbers of people you will have attending.
- Please indicate whether you will require the use of the kitchen, plates and cutlery.

Amanda Holdaway

Humanitarian Action Fund Administrator

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