



## **Welcome to the South Canterbury Eco Centre (SCEC)**

We are very excited to be hosting you at the SCEC and we hope you enjoy your visit. If there are any issues please email our Activator Alice Brice or there is an emergency contact below.

### **Key**

The key is to be picked up at the Crows Nest, next door to the Eco Centre during their opening hours. If you are hiring out of Crows Nest hours you will need to pick the key up the day before or if it is an evening booking, before the Crows Nest closes.

Crows Nest hours:

Monday - Friday 9am - 4.30pm

Saturday and Sunday 10am - 4.30pm

### **Alarm code**

The alarm code is written on the key ring. The alarm is to the right of the main entry door. You only have to put the numbers in, nothing else.

### **Air conditioning**

There is one in the meeting room - the remote is beside the door into the storage room on the wall. There is another one in the foyer / display area - the remote is between the kitchen and office, on the wall. Put it on the sun for heat or snowflake for cooling. To alter these or the fan etc you need to push the left button to move it around the different settings to change the options.

### **Cleaning equipment**

There is an assortment of cleaning products in the corner of the storage room near the foyer and under the sink in the kitchen.

### **Kitchen**

Our kitchen has cutlery, sharp knives, tongs, chopping board, kitchen scissors, jugs, side plates, dinner plates, coffee mugs, glass cups, coffee / tea pots. It has a microwave, oven hob and oven, kettle, fridge / freezer, hot water urn, double dishwasher. Please bring your own tea and coffee.

### **Rubbish**

Wheelie bins are located around the back, however this needs to be emptied by Crows Nest staff at our cost. We ask that you take your own rubbish home please.

### **Work outside by contractors**

Majority of the build has been completed however there may be the odd thing that needs completed and the outside area is going to be ongoing for quite some time. If it is something requiring large vehicles and noise we will talk to you or the contractor about working around

your booking. Just something to be aware of - any issues at the time please talk to John at the Crows Nest (during open hours) or contact our emergency contact below.

### **Smartscreen**

Our 75 inch AV touch screen has audio conferencing and other modern features. There is a HTML cable and a cable to allow touchscreen when connected to your laptop. There is a brief manual below the screen.

### **Display screen**

This is to be run by a member of SCEC. If you have anything you would like to display on the screen please talk to our Activator Alice before your visit. At the end of your visit if it has been playing and you are the last in there please turn it off at the remote found on the cabinet below the screen.

### **Office is out of bounds**

Please stay out of the office. It should be locked. You will need to bring your own stationary.

### **Autex can be pinned on**

If you want to put temporary posters up you are able to use the green Autex at the back of the meeting room. Please bring your own pins.

### **Furniture can be moved**

You are welcome to move the classroom furniture or the bar learners in the foyer to suit your booking. Please move the AV screen and furniture with care.

To flip the tables onto their sides, find the side with a bar about an inch from the edge. Hold it with your hands so your body is in the middle. Pull it towards you and then flip the table upwards. They roll around the room and can be locked at the wheels when required.

Please return all furniture to where you found it at the end of your visit.

### **Displays**

Enjoy the displays. These are on rotation and we are always looking for ideas. If you have something we can display, talk to our Activator Alice.

### **EV Car chargers**

These can be used by your group members during your visit. They will need to bring their own cable. Download the Zero app for connection and payment.

### **Thank you - Feedback**

Thank you for looking after the South Canterbury Eco Centre and choosing to hire our venue. We hope you enjoyed your visit and we look forward to hosting you again. If there were any issues or feedback please contact Activator Alice. Positive feedback is welcome too. If it is urgent contact our emergency contact below.

### **Contacts**

Activator Alice - [ecocentrefriends@gmail.com](mailto:ecocentrefriends@gmail.com)

Emergency Contact - John Wilson Manager Crows Nest - 0275681955