



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.

Air conditioning

There is one in the classroom space - 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 beside the office on the wall.

Cleaning equipment

There is an assortment of cleaning products in the corner of the storage room 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.

Rubbish

Wheellie 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. We will supply a separate manual for the AV screen if required.

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 classroom. 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 the flip top tables and chairs to the storage room unless told differently by a member of the SCEC. If you move other furniture please return it to where you found it at the end.

Displays

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

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

Emergency Contact - John Wilson Manager Crows Nest - 0275681955