January 2015

LED Delegates
Welcome to University Hall, Auckland

Campus Living Villages are delighted to welcome LED Conference delegates to University Hall during your visit to The University of Auckland. We trust you will enjoy your stay with us.

RECEPTION:
- Reception hours are 8.00 am – 8.00pm daily. Please advise if you intend to arrive/depart outside these hours.
- The front doors to the Hall are open from 7am – 8pm daily. Please ensure you have your key with you when you leave the Hall.
- Check in is from 2.00pm and checkout is 10.00 am. Luggage can be stored for those arriving early. If you require early access to your room, please book your room for the evening prior to your arrival.
- See information below regarding room lockouts.

ACCOMMODATION
- All accommodation is a single bedroom with shared bathroom facilities. Our rooms are single occupancy please.
- Each wing of accommodation has two bathrooms with lockable showers and toilets. Bathrooms are numbered X10 & X20 on the north wing and X57 and X65 on the south wing.
- Bed linen, duvet, pillow and one towel per single room. Bathroom toiletries are not provided but can be purchased from reception.
- Housekeeping service is not provided to individual rooms and guests are expected to keep their own rooms tidy, empty rubbish, vacuum and launder sheets/towels if required.
- Laundry facilities are available on the Basement Level (B1) and machines are free to use. Guests must supply their own laundry powder. There is a convenience store nearby (Columbia Mini Mart) on Whitaker Place near the Columbia Apartments.

KEYS & ROOM LOCKOUT
- If you accidentally lock yourself out of your room at any time during day or night, check with reception (8am – 8pm) for a spare key or after hours phone 0800 366 384 (+64 676 4862 from international mobiles) or extn 89191 from the phone on Level 1 near the vending machines and the duty manager will unlock your room.
- Each room key has a blue tag attached. This provides entry to the Hall via the front door (after hours) and the reception door into the Hall. (Swipe your tag over the black box beside the doors).
- Lost keys will incur a $150.00 charge payable on departure. The charge can be refunded if the key is later found and returned to University Hall.
MEALS
- All meals are served in the dining room on the ground floor.
- Breakfast (continental only) is available from 7.00 – 9.00 am and dinner from 5.30 – 7.00pm. Casual dinners can be purchased for $15. Please pay at reception and obtain a dinner voucher.
- Please do not remove any crockery or cutlery from the dining room.

WIFI:
- Wifi is available throughout the Hall.
- Guest passwords are available from reception

GENERAL:
- **NO SMOKING** inside or outside the Hall. Smokers must be 10 metres away from all University buildings. Guests caught smoking in rooms will be fined an additional cleaning fee of $150.00.
- Intentional damage or breakdown caused to the lifts will incur a $300 call out fee being charged to your group.
- For health and safety reasons, please do not throw or tip anything out of your window, as it may cause injury to anyone below on the ground.

VACATING YOUR ROOM:
- Check out is any time before 10.00 am. If you require a late checkout, please advise reception 24 hours prior to your departure.
- A late checkout fee of $20.00 will apply if you wish to checkout by noon, or $50.00 later than midday.
- We are happy to store luggage free of charge for one day.
- Please take the sheets and pillowcase off the bed and leave outside your bedroom door along with the towel.
- Please ensure the blind is up, window is open and the light is OFF.
- Please ensure you have settled your account and returned the key to reception.

Additional information on University Hall amenities is displayed in each room and the House Rules are displayed on each floor.

Kind regards

Residential Team
University Hall
Welcome to University Hall

Reception Hours
Monday to Friday 7.30 am – 7.30pm
For assistance or enquiries during your stay please contact Reception during office hours by calling 0800 36 63 84 or dial 89191 from the phone on Level 1 in the Tower.

Cafes
University Hall is an easy 15 minute walk from the city where there are a wide range of bars and cafes. Please help yourself to a city map at Reception.

Checkout time – 10.00am
Guests may depart any time before 10.00. Late checkout may be available. Please enquire at Reception for this service. For an early checkout, please advise Reception of the time you are departing. On departure please place your keys in the drop box just outside Reception (under the TV).

Damage /Loss– Rooms & Property
We assume no responsibility for the personal property of the personal property of your guests.

You will be personally liable for any damages to your room incurred during your stay.

Emergencies
In the event of an emergency, call 0800 36 63 84 for the duty residential staff. To call emergency services in New Zealand dial 111 or 1111 from the phone on Level 1 in the Tower.

Fire
Please take time to familiarise yourself with the fire and evacuation procedures located in your room. There are fire alarms and fire extinguishers on each floor and all rooms are fitted with a sprinkler. In the event of a fire or evacuation, the alarms will ring continuously.

Hairdryers
Hairdryers are available from Reception for a $2.00 deposit.

House Rules
Please familiarise yourself with the House Rules located on the common area noticeboard on each level and at Reception.

Internet
Wireless internet is available on Level 1 and from the social spaces on each floor. Please see Reception for a guest login. Bedrooms require Ethernet cable connection.

Key & Access Tag
To gain entry to the Tower building, wave your blue swipe close to the black sensor box at the main door, and then the door at Reception leading to the lift foyer. Please note there is a $25 lockout fee if you require access to your room or the Hall between midnight and 8.00am.

Kitchenette
A small kitchenette is situated in the social space on each floor. It contains a microwave, sandwich press, electric kettle/jug and small refrigerator. Additional cooking equipment is not permitted.

Laundry
The laundry is located on the basement level. There is a charge of $2.00 per wash and dry for this service. Laundry powder can be purchased from the Laundry vending machine located near the tubs. Irons and ironing boards can be found on each level. Vacuum cleaners are available from Reception.

Level 1
Level 1 features the Lounge with Sky TV and patio. The Games Room has a pool table, foosball and air hockey, as well as gaming/Freewave TV. The Study offers a quiet space for study and Eftpos vending machines for snacks and drinks. A small basketball court is located over the Apartment building and can be used from 10am – 8.00pm daily. Please see Reception for access.

Maintenance
If you have any problems that require maintenance, please contact Reception during office hours.

Meals
All meals are available from the dining room on the ground floor. Breakfast is available from 7.00 – 9.00 am and dinner from 5:30 – 7.00pm daily. There is no lunch service unless by special arrangement. Guests must have a valid meal voucher to obtain meals in the dining room.

Pets
University Hall has no pets policy. This excludes service dogs.

Phone
There is a communal phone on Level 1. Local calls in Auckland are free of charge. Press 1 for an outside line before dialing the number. Phone cords for international or national calls can be purchased from local convenience stores.

Room Use
You may not perform any services in trade while in your room or use your room for commercial purposes.

Smoking
University Hall is a non-smoking building. Anyone smoking in their room will be charged for deep cleaning of the furnishings.

Towels
Additional or replacement towels can be collected from Reception during office hours. If you are replacing your towel please bring it to reception to exchange. There is a charge of $2.00 per additional towel.

We offer affordable accommodation on the basis that our apartments and rooms are left in a reasonable condition after departing. We ask that you return any items moved within your stay to their original location. Additional or extraordinary cleaning will incur additional charges.

Enjoy your stay!

Check out our other locations at www.campussummerstays.co.nz
We ask that all guests respect the right of neighbouring guests to relative peace and quiet.

From 23:00 quiet hours will apply. No noise should be heard outside rooms and apartments after these times.

Campus Summer Stays staff may ask guests making too much noise to be quieter. Failure to do so may result in removal from the residence.

Failure to comply with the request of a Campus Summer Stay security guard or any other Campus Summer Stays staff member will result in removal from the premises.

Intentional damage to property anywhere on site, or damage resulting from irresponsible behaviour will result in removal from the premises. Guests will be charged for the cost of repairs.

Guests are not permitted to have visitors stay overnight. Visitors may book rooms if available.

Subletting is strictly not permitted.

Smoking is not permitted anywhere on the premises.

Parties are not permitted anywhere on the premises.

Alcohol may only be consumed in compliance with the residence rules and regulations which are available at reception.

Any illegal activities on the premises involving guests and/or their visitors, particularly drug use/possession, theft or assault, will result in removal and/or criminal charges being laid.

There are no cooking facilities at University Hall. Cooking is not permitted in rooms or social spaces on any floors.

Visitors must be accompanied by guests at all times. Guests must not give out keys or swipe cards to non-guests.

All guests must evacuate the premises and assemble in the designated areas indicated by fire procedure signs if the fire alarm sounds continuously.
University Hall, Auckland
Transport, Directions & Arrival Information

Address for University Hall is 30 Whitaker Place, Grafton
(Just off Symonds Street/Wakefield Street intersection)

www.taxi.co.nz

This is the best website to book and pre-pay your transport to/from Auckland Airports to any destination in Auckland. Booking online guarantees one fixed price and meet and greet at the airport for your taxi/super shuttle pickup.

To make an online booking, (which will compare transport options), on the “Book Now” page:

- FLIGHT DEPARTURE: Enter the date of your arrival OR departure.
- FLIGHT NUMBER: Enter the Flight number you are arriving or departing on then select “Search and compare”.
- Then select the “Auckland – International Airport” OR Auckland – Domestic Airport” (depending on which airport you require).
- In the next option under “To” enter “30 Whitaker Place, Auckland, NZ” or select this option from the dropdown box when it appears.
- Select “Continue” and price options and providers will be listed.
- Select your preferred option of transport and follow through to complete the booking.

The website will then search for transport options – the regular prices are usually:

<table>
<thead>
<tr>
<th>Taxi:</th>
<th>Prices vary from $55.31 - $90.37 depending on the taxi service chosen.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discount Taxis</td>
<td>City to Airport – NZ$35.00 CASH ONLY (Up to 4 passengers)</td>
</tr>
<tr>
<td></td>
<td>Airport to City – NZ$40.00 CASH ONLY (Up to 4 passengers)</td>
</tr>
<tr>
<td></td>
<td>Pre-booking essential - book online at <a href="http://www.discounttaxis.co.nz/">http://www.discounttaxis.co.nz/</a> or call +64 9 529 1000</td>
</tr>
<tr>
<td>Airbus:</td>
<td>$16.00 (Return ticket is $28.00 – see drop off options below) For more information go to <a href="http://www.airbus.co.nz">www.airbus.co.nz</a></td>
</tr>
<tr>
<td>Shuttle:</td>
<td>$36.40 (This is a shared ride service, so other drop offs will be made en route to the city and the trip may take up to one hour).</td>
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Airbus – for University Hall drop off points – see page 2 →
ARRIVING AT UNIVERSITY HALL

- University Hall reception is located on the ground floor behind the glass windows.
- Reception hours are from 8.00am – 8.00pm daily. If you intend to arrive outside these hours, please let us know so we can ensure staff are available to give you access to University Hall and arrange check in.
- If you arrive after hours/weekend, please phone the duty phone and our duty staff will be available to assist.
  - 0800 36 63 84 (NZ mobiles) or
  - +64 27 676 4862 (International mobiles)
- Do not press the red buzzer outside office hours, as it can only be responded to within normal reception hours. Please call the duty phone – see number above.
- Check-in time is 2.00pm and checkout is 10am daily. (If you require an early check in before noon, please ensure you have booked your room for an extra night).

AIRBUS

There are 2 Airbuses which take a different route into the city. Airbus kiosks are located at both airport locations for ticket purchase, or these can be purchased from the driver.

Catch the 01 Mt Eden/City Airbus which will travel down Symonds Street. There are two stops that you can get off at and find your way to University Hall:

1. **Langham Hotel**
   - Get off at the Langham Hotel stop.
   - Walk down Symonds Street to the next set of traffic lights at Wakefield/Symonds/Whitaker Place intersection
   - At the lights walk across Symonds Street to the top of Whitaker Place
   - Walk down Whitaker Place on the left side of the street – at the bottom (facing #38 Whitaker Place) turn left and continue walking down Whitaker Place to University Hall reception, which you will find on the ground floor behind the glass windows.

2. **Auckland University (Drop off outside Starbucks/St Pierre’s Sushi)**
   - Walk down to the lights at the intersection of Symonds Street & Wellesley Street; walk across the street to St Paul’s Church; walk down the drive on the left side of the Church
   - Continue walking behind the Church taking the left side of the road, between the two Elam Fine Arts buildings (one is painted red/yellow)
   - University Hall is the large orange building on the left, opposite the 4 level cream building “University Hall Apartments”.
   - UH Reception is on the ground floor behind the glass windows.
   - University Hall reception is open from 8.00 am – 8.00pm – please refer to “arrival”.

Motorway directions & parking – see page 3 →
MOTORWAY DIRECTIONS

1. FROM AUCKLAND AIRPORT
   - Take George Bolt Memorial Drive (the main exit road from the airport), to the intersection with SH20. Follow the signs for Auckland City. This will take you onto the motorway.
   - Leave the motorway at the Queenstown Road exit, turn right into Queenstown Road and continue straight ahead into Pah Road, which becomes Manukau Road.
   - After approximately five kilometres, turn left at the traffic lights into Alpers Ave.
   - At the end of Alpers Ave, turn right into Gillies Ave, then LEFT onto the motorway exit to Auckland City.
   - Take the SYMONDS STREET exit and turn right onto Symonds Street.
   - Turn RIGHT into Symonds Street
   - Go straight ahead at the Karangahape Road/Grafton Bridge lights and go past the Langham Hotel.
   - At the next lights turn RIGHT into Whitaker Place
   - Make a second left turn at the bottom of Whitaker Place (facing Building # 38) to University Hall.

2. FROM THE SOUTHERN MOTORWAY:
   - Take the 'SYMONDS STREET' exit.
   - Turn RIGHT into Symonds Street
   - Go straight ahead at the Karangahape Road/Grafton Bridge lights and go past the Langham Hotel.
   - At the next lights turn RIGHT into Whitaker Place
   - Make a second left turn at the bottom of Whitaker Place (facing Building # 38) to University Hall.

3. FROM THE NORTH, NORTH-WESTERN OR AS AN OPTIONAL EXIT OFF SOUTHERN MOTORWAY:
   - Take the ‘PORT’ exit.
   - Then take the Wellesley Street exit 2A
   - Turn RIGHT into Wellesley Street East
   - Turn LEFT (free turn) into Grafton Road, then next free turn left into Grafton Road
   - Go straight up Grafton Road to Symonds Street
   - Turn left into Symonds Street
   - Just past St Paul’s Church at the lights turn LEFT into Whitaker Place.
   - Make a second left turn at the bottom of Whitaker Place (facing Building # 38) to University Hall.
PARKING

- University Hall parking is limited to the 12 parks in front of the University Hall Apartments. If you require a car park, please ensure you pre-book. There is a daily charge of $5.00 per day or $30 per week.
- Guests who have registered their vehicles will be allocated a parking space. Please look for an orange cone with your registration number displayed.
- All vehicles must be registered at reception.

OTHER PARKING

- Parking alongside the footpath directly outside University Hall is 5 minute parking only and is enforced by Auckland Council Monday to Friday and often at night. Tickets will be issued if 5 minutes is exceeded ($65.00) or your vehicle is parked the wrong way ($40.00 for vehicle facing downhill)
- Alternative parking is available in nearby Wilson’s or Tournament car park buildings located on Wakefield Street, Airedale Street or at the top of Whitaker Place. Parking maps are available at reception.
- Please ensure you are aware of the daily charges at carpark buildings as they vary. Early bird rates ($13-$15 per day apply at most car park buildings before 9 or 10am, after this casual rates of $3-5 are per half hour. Night rates range from $7.50 and apply from 5pm.
- The casual parking rate on inner city streets ranges from $2-4.00 per hour between 8am – 6pm during the week.
- Please note, if you visit Auckland during major festivals, concerts and events, most central city car park buildings will charge an event parking rate of $15 - $25 during the day/evening.
- University of Auckland parking is available in the Owen Glenn building on Grafton Road. All other university parks are reserved spaces and you may be towed or clamped if you park in these spaces during weekdays.
- The University of Auckland website has extensive information about Auckland city parking options under “Campus Parking” https://www.auckland.ac.nz/en/about/the-university/how-university-works/campuses-locations-transport/campus-parking-options.html