

Subject **2024 Policies and procedure**
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- Policies and Procedures 2024.docx Updated.pdf(~222 KB)
 - Hall kitchen procedure 2024 Doc.pdf(~154 KB)
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Morena,

Attached are the 2024 Policies and Procedures. Please read these, sign them and return them to me. As our hall space is becoming more popular, which is fabulous, it also means more people with multiple classes and more foot traffic.

I have created some signs to use at leisure - example attached below.

These are to put on the door to acknowledge the space is being used and to prevent non class attendees from entering at that time. I will leave these on the trolley in the foyer.

Any questions don't hesitate to ask.

Ngā mihi

Wendy Byrne- Hall Coordinator



Mapua Hall Bookings

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Office Hours: 9.00 - 12.00pm Monday-Friday



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