

Seating requirements

Do you require table and seating set up?

If yes please tick required and specify quantities.

Charges apply.

YES NO

Please setup the following	<input type="checkbox"/> SINGLE CHAIRS <u>X</u>	<input type="checkbox"/> TRESTLE TABLES <u>X</u>	<input type="checkbox"/> PORTABLE STAGING <u>X</u>	<input type="checkbox"/> TIERED SEATING (BLEACHERS) <u>X</u>
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Café service

Do you require a café service?

Charges apply.

YES NO

Please setup the following	<input type="checkbox"/> TEA/COFFEE/SUGAR/MILK TO BE PROVIDED <u>X</u>	<input type="checkbox"/> WATER JUGS AND GLASSES TO BE PROVIDED <u>X</u>
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We have outside caterers. Please supply details

Outside caterers details

Available equipment

Conference Room equipment. Please tick if you require any of the following (Free of charge)

<input type="checkbox"/> OHP	<input type="checkbox"/> SCREEN (FOR OHP)	<input type="checkbox"/> TV/VIDEO	<input type="checkbox"/> DATA-PROJECTOR	<input type="checkbox"/> EXT. CORD	<input type="checkbox"/> MICROPHONE	<input type="checkbox"/> WHITEBOARD
<input type="checkbox"/> LECTERN	<input type="checkbox"/> POWER BOARD	<input type="checkbox"/> PIANO (charges apply)	<input type="checkbox"/> WIFI (available throughout the Civic Centre)			

Auditorium – Lighting & Sound Equipment. Please tick if you require any of the following (Charges apply - equipment not owned by Council)

<input type="checkbox"/> FOH LIGHTS	<input type="checkbox"/> STAGE WASH	<input type="checkbox"/> SIDE CURTAINS	<input type="checkbox"/> LECTERN	<input type="checkbox"/> 3-PHASE POWER	<input type="checkbox"/> FOLLOW-SPOT	<input type="checkbox"/> CORDLESS MICROPHONE
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Foyer. Please tick if you require the following (Free of charge)

<input type="checkbox"/> WALL-MOUNTED FLAT-SCREEN MONITOR (USB port and internet capable)

Information

For more information, please contact our:

Customer Services Team

Phone: 07 868 0200

Fax: 07 868 0234

Email: customer.services@tcdc.govt.nz

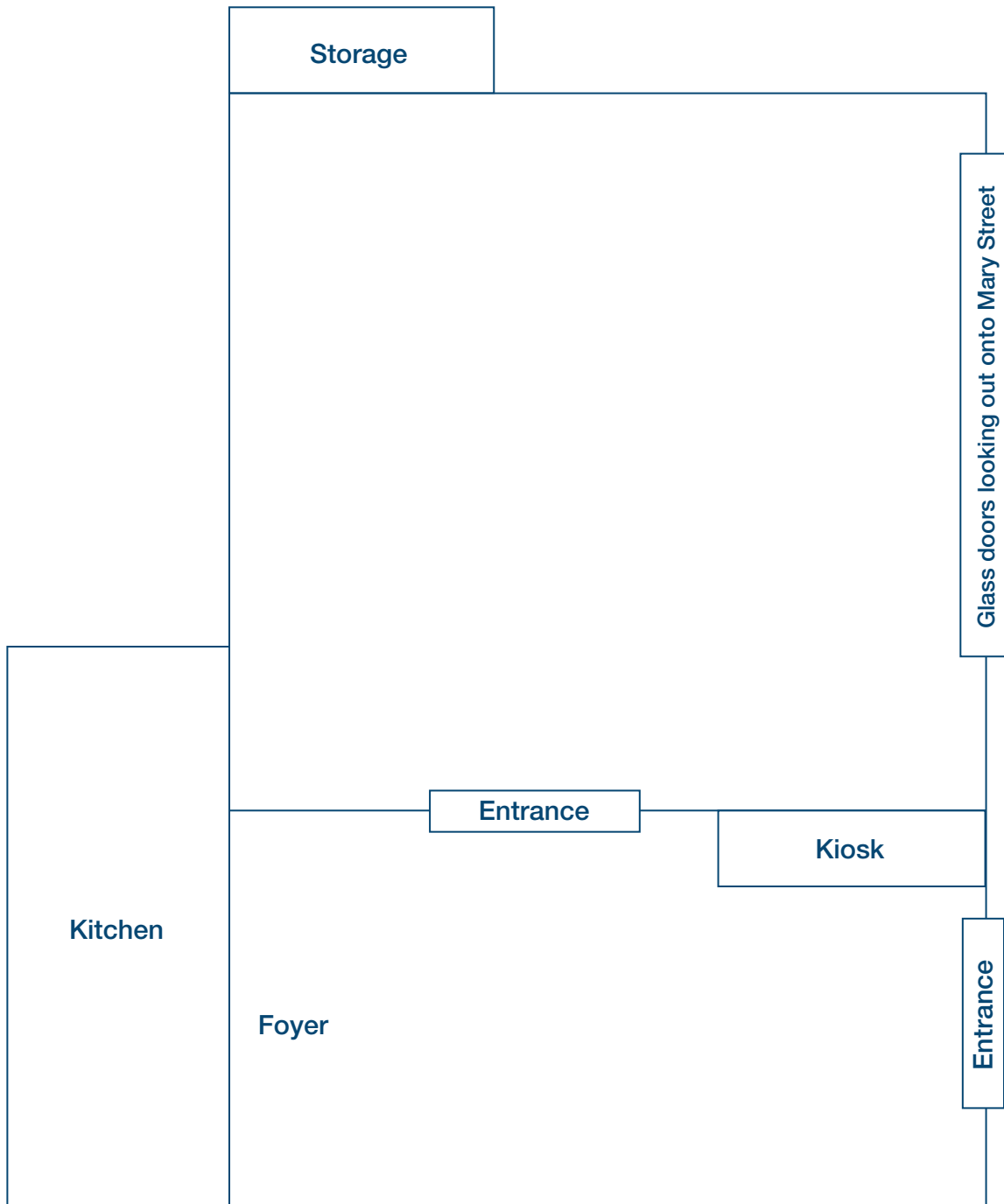
Conference Room setup instructions

Please print clearly

Please retain this sheet for your information, if you are doing your own setup

 YES NO

If you want us to setup for you. Draw in your setup arrangement and fax, mail or email this sheet to us.



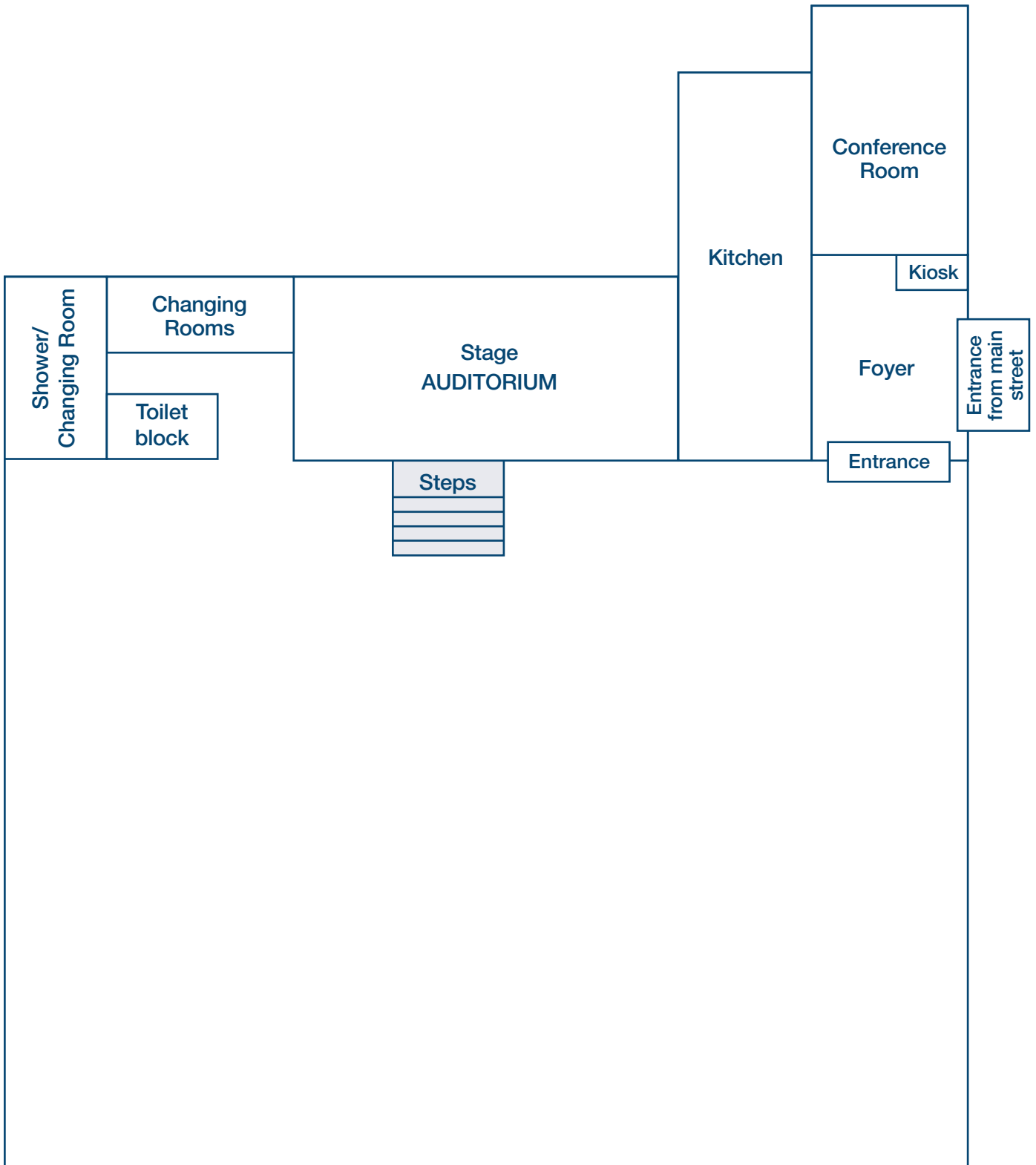
Auditorium setup instructions

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