Application for Hall Booking - Whangamata War Memorial Hall



Contact details												
Full name												
Company name												
Phone number	Mobile number						Fax number					
Email address												
Postal address												
Hirage details												
Areas of the Whangamata War Memorial Hall you would like to hire (refer to the fees and charges in Annual Plan)												
EXISTING HALL	SUPPER ROOM	AUDITOR	RIUM	MEZZANINE FLOOR			AUDITORIUM FOYER		AUDITORIUM FOYER OFFICE		CRAFT ROOM/ MINI THEATRE	WHOLE COMPLEX
CAR PARK (other than vehicle parking)	KITCHEN											
Additional equipment or services you would like to hire (refer to the fees and charges in Annual Plan)												
SOUND SYSTEM	PIANO	TABLES			CROCKERY			TIERED BLEACHER SEATING (seats up to 193 people)		THEATRE LIGHTING SYSTEM		
Purpose and details of activity												
Numbers attending?	Numbers attending:	Private Event Cor			nmercial Event		C	ommunity Event				
Are you a	Regular User Casual User											
Event dates?	Specify dates and times e.g. Saturday 18th May, 8.00am - 4.00pm to Sunday 19th May, 9.00am - 4.00pm to Sunday 19th May, 9.00am - 4.00pm											
Set up times required?	Setup and pack down times e.g. Saturday 18th May, 8.00am - 4.00pm to Sunday 19th May, 9.00am - 4.00pm to Sunday 19th May, 9.00am - 4.00pm											
Keys required	Key pick up and return times e.g. Pick up: Saturday 18th May, 2.00pm Return: Sunday 19th May, 3.00pm pick up											
**If you are intending to hire the Hall for multiple days please enter the details on the back of this form.												
If a Liquor Licence is required is it Applied for Granted												
Name of person responsible for care of the Hall during occupation												
Phone number						Mobile number						
Name of sound provider (DJ/Band/MC etc)						Phone number						

Health and Safety For functions up to 300 people two wardens are to be designated for your function, to be responsible for the evacuation of people from the Hall in case of an emergency. Please state the names of these people: Building Floor Warden Warden In addition to these wardens, if your function is over 300 people a Certified Safety Officer is also required: Certified Safety Officer **Declaration** Have read and understand the conditions of the Application Form and Conditions of Hire and will comply with all conditions. In particular, I/we have read and understood the provision in the Conditions of Hire regarding Noise. It is also understood that activating the fire alarm, security system or noise monitor without reasonable cause may result in costs being recovered from the Hirer (up to \$1000). A bond may be required to be paid and will be returned following the event if the Hall is left in its original condition and no call outs made. Signature Date (DD/MM/YYYY) **Details of multi-day booking** Please detail the dates, times and details of multi-day bookings. If the booking is for rehearsal and performance please indicate what dates and times are for set up, rehearsal and the days and times of performance: HIREAGE DATE PAID \$ DEPOSIT RECEIPT NUMBER \$ Office BOND PAID DATE KEY ISSUED use only \$ TOTAL

\$

Whangamata Hall Layout

