

# Application for Hall Booking - Whitianga Town Hall



**1.** Download and open this form in your PDF reader (eg Adobe Acrobat). **2.** Fill it in and save. **3.** Press 'Submit Form'.  
Your email application (eg Gmail) will open with the form attached and the email pre-addressed to TCDC. If not, attach the form to an email to [customer.services@tcdc.govt.nz](mailto:customer.services@tcdc.govt.nz). **4.** You will receive a reply saying the form has been submitted.

## Contact details

|                |               |
|----------------|---------------|
| Full name      |               |
| Company name   |               |
| Phone number   | Mobile number |
| Email address  |               |
| Postal address |               |

## Details of person responsible for care of the Hall during occupation (if different from above)

|                                         |               |
|-----------------------------------------|---------------|
| Contact name                            |               |
| Phone number                            | Mobile number |
| Name of sound provider (DJ/Band/MC etc) | Phone number  |

## Hirage details

Areas of the Whitianga Town Hall you would like to hire (Refer to the fees and charges in Annual Plan):

|                                    |                                      |                                         |
|------------------------------------|--------------------------------------|-----------------------------------------|
| <input type="checkbox"/> MAIN HALL | <input type="checkbox"/> SUPPER ROOM | <input type="checkbox"/> TOTAL FACILITY |
|------------------------------------|--------------------------------------|-----------------------------------------|

Additional equipment or services you would like to use:

|                                                    |                                                                           |                                 |                                 |                               |
|----------------------------------------------------|---------------------------------------------------------------------------|---------------------------------|---------------------------------|-------------------------------|
| <input type="checkbox"/> PIANO<br>(charge applies) | <input type="checkbox"/> KITCHEN CROCKERY AND CUTLERY<br>(charge applies) | <input type="checkbox"/> TABLES | <input type="checkbox"/> CHAIRS | <input type="checkbox"/> WIFI |
|----------------------------------------------------|---------------------------------------------------------------------------|---------------------------------|---------------------------------|-------------------------------|

Charges for the above items only apply once if your booking is for more than one day.  
The Hirer is responsible for setting out and storing the above. No furniture/chattels shall be removed or hired from this facility

# Purpose and details of activity

Purpose of hire?

Numbers attending:

Private

Commercial

Community

Supporting documentation may be required

Are you a

Regular User

Casual User

Dates required?  
(incl set up and pack up)

Specify dates and times, e.g. Saturday 18th May, 8.00am - 4.00pm to Sunday 19th May, 9.00am - 4.00pm

Regular Users: Please attach letter with specific dates and times

Will alcohol be consumed during this booking?

YES

NO

If you have ticked "YES", please confirm you have read and understood the conditions relating to alcohol in the hall:

Signature

## Bank account verification for bond return.

Please attach a bank deposit slip

or other verified proof of bank account

and

Fill out bank account number and sign below

Signature

Date (DD/MM/YYYY)

# 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 Warden

Floor Warden

In addition to these wardens, if your function is over 300 people a Certified Safety Officer is also required:

Certified Safety Officer

# Declaration

I/we \_\_\_\_\_  
have read and understand the conditions of the Application Form and Conditions of Hire and will comply with all conditions. It is also understood that activating the fire alarm without reasonable cause may result in costs being recovered from the hirer (up to \$1,000). A bond may be required to be paid and will be returned following the event if the hall is left in its original condition.

Signature \_\_\_\_\_

Date (DD/MM/YYYY) \_\_\_\_\_

SUBMIT FORM

Office  
use only

|           |    |
|-----------|----|
| HIREAGE   | \$ |
| DEPOSIT   | \$ |
| BOND PAID | \$ |
| TOTAL     | \$ |

|                 |
|-----------------|
| DATE PAID       |
| RECEIPT NUMBER  |
| DATE KEY ISSUED |

# Whitianga Town Hall Layout

