Application for Hall Booking -Thames War Memorial Civic Centre - Auditorium



Download and open this form in your PDF reader (*eg Adobe Acrobat*).
Fill it in and save.
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.
You will receive a reply saying the form has been submitted.

Contact details

Must be completed by the client who is paying the account

Full name of Hirer	
Company name	
Phone number	Postal address
Fax number	
Email address	

Details of person responsible for care of the facility during occupation

(if different from above)

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

Purpose and details of activity

What is the purpose for the hire of Thames War Memorial Civic Centre Auditorium?

Activity full details			
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		to
Numbers attending?	Numbers attending:	Private Commercial C	Community
Will an entry fee b	e charged?	NO Will alcohol be consu	med during this booking?
Bank account veri	fication for bond retur		
Please attach a bank de or Fill out bank account n			

Date (DD/MM/YYYY)

Seating requirements

Do you require table and seating set up? If yes please tick required and specify quantities. Charges apply.				
Please setup the following SINGLE CHAIRS # TRESTLE TABLES # PORTABLE STAGING # TIERED SEATING (BLEACHERS) #				
Café service?				
Please setup the following TEA/COFFEE/SUGAR/MILK TO BE PROVIDED WATER JUGS AND GLASSES TO BE PROVIDED #				
We have outside caterers. Please supply details Outside caterers details				

Available equipment					
General equipment. Please tick if you require any of the following (Free of charge)					
SCREEN DATA- PROJECTOR EXT. CORD WHITEBOARD LECTERN POWER BOARD WIFI (available throughout the Civic Centre)					
Portable sound equipment. Please tick if you require any of the following (Free of charge)					
CORDLESS MICROPHONE MICROPHONE SPEAKERS					
Auditorium – Lighting & Sound Equipment. Please tick if you require any of the following (Charges apply - equipment not owned by Council)					
FOH LIGHTS STAGE WASH SIDE CURTAINS 3-PHASE POWER FOLLOW-SPOT MIXING DESK MOUNTED SPEAKERS					
Foyer. Please tick if you require the following (Free of charge) WALL-MOUNTED FLAT-SCREEN MONITOR (USB port and internet capable)					

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:

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

Certified Safety Officer

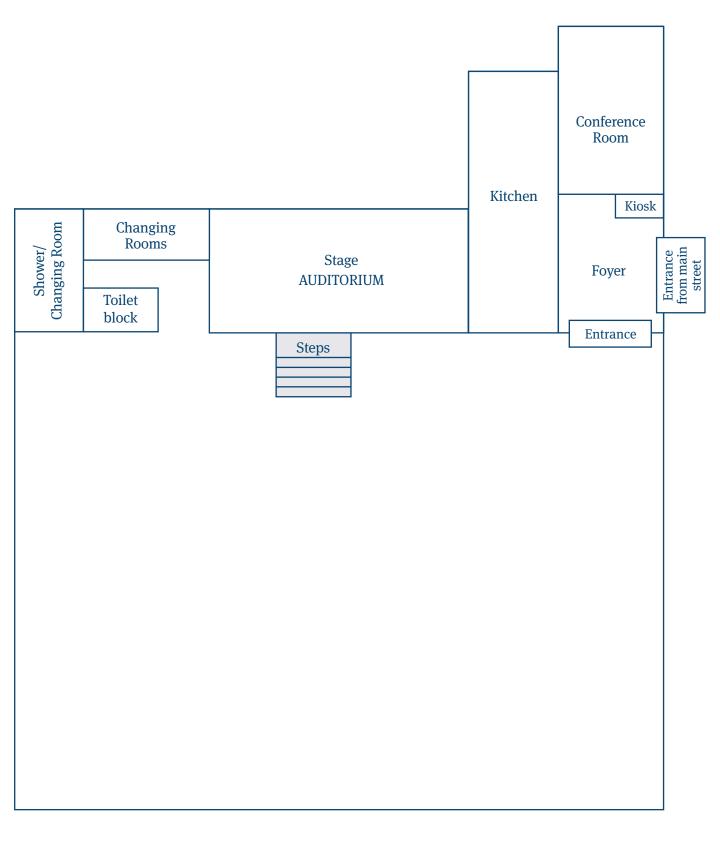
Auditorium setup instructions

Please print clearly

NO

YES

Please retain this sheet for your information, if you are doing your own setup If you want us to setup for you. *Draw in your setup arrangement and fax, mail or email this sheet to us.*





Customer Services Team Phone: 07 868 0200 Fax: 07 868 0234 Email: customer.services@tcdc.govt.nz