## Application for Hall Booking -Thames War Memorial Civic Centre - Conference Room



**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 <a href="mailto:customer.services@tcdc.govt.nz">customer.services@tcdc.govt.nz</a>. **4.** You will receive a reply saying the form has been submitted.

Contact de	tails		Must be comple	eted by the client who is paying the accoun
Full name of Hirer				
Company name				
Phone number			Postal address	
Fax number				
Email address				
(if different from ab	person responsible f	or car	e of the facility du	ring occupation
Contact			[	
Phone number			Mobile number	
Name of sound provider (DJ/Band/MC etc)			Phone number	
Activity full details	se for the hire of Thames War Mer	ioriur Gir	e dentre dongerence Room.	
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	Comme	rcial Community	
Will an entry fee l	pe charged? YES NO	Will al	cohol be consumed during this	booking? YES NO
Bank account ver	fication for bond return.			
Please attach a bank d or	eposit slip			
	number and sign below			
Signature				Date (DD/MM/YYYY)

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 SINGLE CHAIRS # TRESTLE TABLES #	PORTABLE STAGING #	TIERED SEATING (BLEACHERS) #			
Café service					
Do you require a café service?  Charges apply.  NO  NO					
	WATER JUGS AND GLASSES TO BE PROVIDED #	_			
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)					
SCREEN DATA-PROJECTOR EXT. CORD CEILING SPEAKERS	WHITEBOARD	POWER BOARD			
PIANO WIFI (available throughout the Civic Centre)					
Portable sound equipment. Please tick if you require any of the following (Free of charge)					
CORDLESS MICROPHONE SPEAKERS  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:					
Building Warden	Floor Warden				
In addition to these wardens, if your function is over 300 people a	Certified Safety Officer is also re	quired:			
Certified Safety Officer					

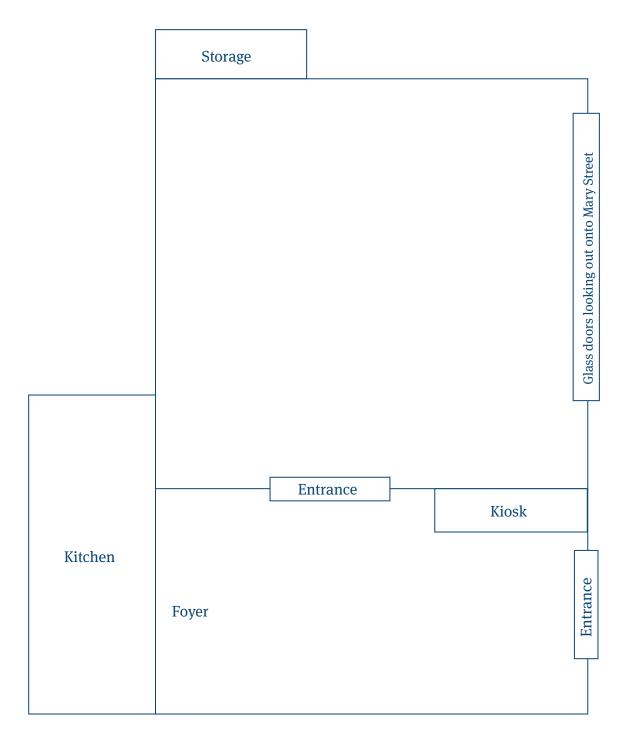
## **Conference Room setup instructions**

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.





Phone: 07 868 0200 Fax: 07 868 0234

Email: customer.services@tcdc.govt.nz