# Application for Hall Booking -Thames War Memorial Civic Centre - Whole Facility



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 - Whole Facility?

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 Community
Will an entry fee b	e charged?	NO Will alcohol be consumed during this booking?
Bank account veri	fication for bond retur	n.
Please attach a bank de	eposit slip 🖉 📃	
Fill out bank account n	umber and sign below	

Date (DD/MM/YYYY)

## **Seating requirements**

<b>Do you require table and seating set up?</b> If <u>yes</u> please tick required and specify quantities. Charges apply.	YES	NO
Please setup SINGLE   the following CHAIRS #	TRESTLE TABLES #	PORTABLE   TIERED SEATING     STAGING   #       (BLEACHERS)   #

Café service		
<i>Do you require a café service?</i> Charges apply.	YES	ΝΟ
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

|--|

### Available equipment

Conferen	ce Room equij	oment. Please tick	if you require any of th	<i>e following</i> (Free of charg	je)		
SCREEN	DATA- PROJECT	OR EXT.	CORD CEILING SPEAKE		LECTERN	POWER BOARD	
PIANO (charges	apply) WIFI (availabl the Civic	e throughout Centre)					
Portable	sound equipm	ent. Please tick if y	ou require any of the fo	ollowing (Free of charge)			
CORDLE		SOPHONE SP	EAKERS				
Auditori	ım – Lighting a	& Sound Equip	nent. Please tick if yo	u require any of the follow	ving (Charges apply - e	quipment not owned by Counci	il)
FOH LIGHTS	STAGE WASH	SIDE CURTAIN	S 3-PHASE POWER	FOLLOW-SPOT	MIXING DESK	MOUNTED SPEAKERS	
Foyer. Ple	ase tick if you requi	re the following (Fre	e of charge)				
	OUNTED FLAT-SCREEN MONI	TOR					
(USB por	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	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

### **Conference Room setup instructions**

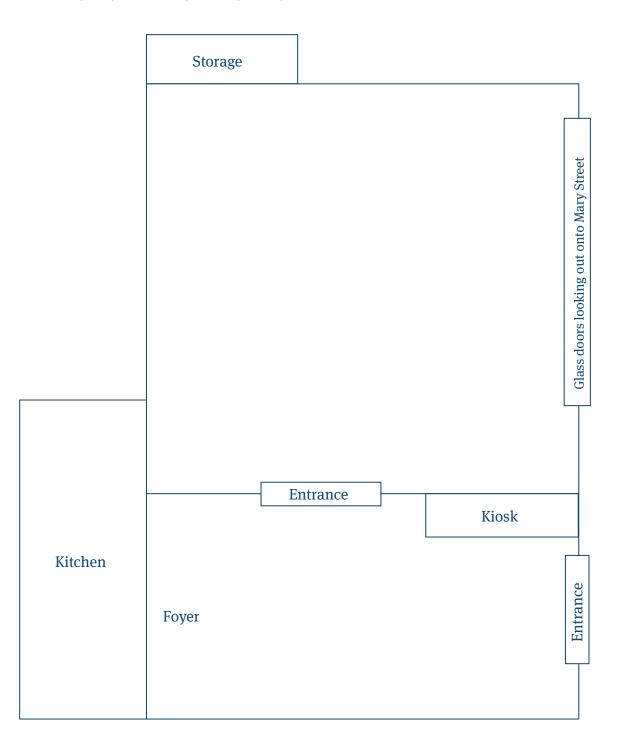
#### Please print clearly

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

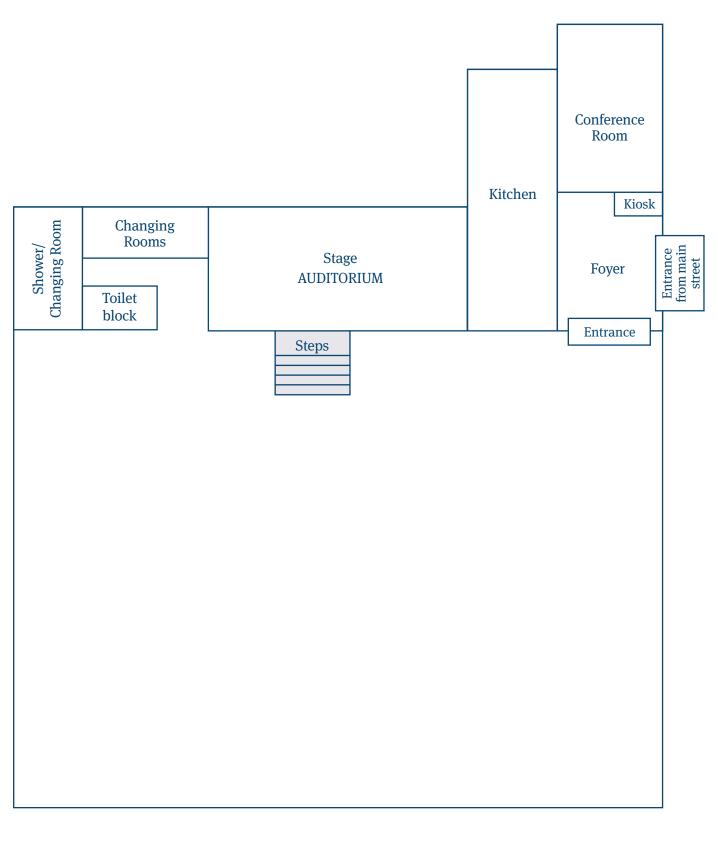
### Auditorium setup instructions

#### 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.* 





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