

Application for Hall Booking - Whitianga Town Hall



Contact details

Full name		
Company name		
Phone number	Mobile number	Fax 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
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Additional equipment or services you would like to use:

<input type="checkbox"/> PIANO (charge applies)	<input type="checkbox"/> KITCHEN CROCKERY AND CUTLERY	<input type="checkbox"/> TABLES	<input type="checkbox"/> CHAIRS
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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?

Numbers attending: _____	Private <input type="checkbox"/>	Commercial <input type="checkbox"/>	Community <input type="checkbox"/>
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Are you a

Regular User <input type="checkbox"/>	Casual User <input type="checkbox"/>
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Event dates?

(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 _____

Will alcohol be consumed during this booking? YES NO

Regular Users: Please attach letter with specific dates and times

Bank account verification for bond return.

Please attach a bank deposit slip 

or

Fill out bank account number and sign below

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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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
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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

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.

I declare that my booking will adhere to the current COVID Protection Framework Regulations

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:

- 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. **4. You will receive a reply saying the form has been submitted.**

Office use only	HIREAGE	\$	DATE PAID	
	DEPOSIT	\$	RECEIPT NUMBER	
	BOND PAID	\$	DATE KEY ISSUED	
	TOTAL	\$		

Whitianga Town Hall Layout

