# 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 <u>customer.services@tcdc.govt.nz</u>. **4.** You will receive a reply saying the form has been submitted.

Contact details						
Full name						
Company name						
Phone number	Mobile number		Fax number			
Email address						
Postal address						
Details of person respon (if different from above)  Contact name						
Phone		Mobile				
Name of sound provider (DJ/Band/MC etc)		Phone number				
Hirage details  Areas of the Whitianga Town Hall you w  MAIN HALL SUPPER ROOM	TOTAL FACILITY	er to the fees and charges in	Annual Plan):			

 ${\it Charges for the above items only apply once if your booking is for more than one day.}$ 

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 Numbers Private Commercial Community attending: attending? Are you a Regular User Casual User Specify dates and times e.g. Saturday 18th May, 8.00am - 4.00pm to Sunday 19th May, 9.00am - 4.00pm **Event dates?** (incl set up and pack up) to Regular Users: Please attach letter with specific dates and times Will alcohol be consumed during this booking? 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 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: 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 **Declaration**

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nave 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					
	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 a

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

## **Whitianga Town Hall Layout**

