

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



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](mailto:customer.services@tcdc.govt.nz). 4. 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 number	Mobile number
Name of sound provider (DJ/Band/MC etc)	Phone number

## Purpose and details of activity

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

Activity full details
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<b>Dates required?</b> (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 _____
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<b>Numbers attending?</b>	Numbers attending: _____	Private <input type="checkbox"/>	Commercial <input type="checkbox"/>	Community <input type="checkbox"/>
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Will an entry fee be charged?  YES  NO

Will alcohol be consumed during this booking?  YES  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 

or  
Fill out bank account number and sign below

\_\_\_\_\_  
Signature \_\_\_\_\_  
Date (DD/MM/YYYY)

## Seating requirements

**Do you require table and seating set up?**  YES  NO  
*If yes please tick required and specify quantities.*

Charges apply.

Please setup the following	<input type="checkbox"/> SINGLE CHAIRS # _____	<input type="checkbox"/> TRESTLE TABLES # _____	<input type="checkbox"/> PORTABLE STAGING # _____	<input type="checkbox"/> TIERED SEATING (BLEACHERS) # _____
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## Café service

**Do you require a café service?**  YES  NO  
Charges apply.

Please setup the following	<input type="checkbox"/> TEA/COFFEE/SUGAR/MILK TO BE PROVIDED # _____	<input type="checkbox"/> WATER JUGS AND GLASSES TO BE PROVIDED # _____
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**We have outside caterers.** *Please supply details*

Outside caterers details
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## Available equipment

**General equipment.** *Please tick if you require any of the following (Free of charge)*

<input type="checkbox"/> SCREEN	<input type="checkbox"/> DATA-PROJECTOR	<input type="checkbox"/> EXT. CORD	<input type="checkbox"/> WHITEBOARD	<input type="checkbox"/> LECTERN	<input type="checkbox"/> POWER BOARD	<input type="checkbox"/> WIFI <small>(available throughout the Civic Centre)</small>
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**Portable sound equipment.** *Please tick if you require any of the following (Free of charge)*

<input type="checkbox"/> CORDLESS MICROPHONE	<input type="checkbox"/> MICROPHONE	<input type="checkbox"/> SPEAKERS
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**Auditorium – Lighting & Sound Equipment.** *Please tick if you require any of the following (Charges apply - equipment not owned by Council)*

<input type="checkbox"/> FOH LIGHTS	<input type="checkbox"/> STAGE WASH	<input type="checkbox"/> SIDE CURTAINS	<input type="checkbox"/> 3-PHASE POWER	<input type="checkbox"/> FOLLOW-SPOT	<input type="checkbox"/> MIXING DESK	<input type="checkbox"/> MOUNTED SPEAKERS
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**Foyer.** *Please tick if you require the following (Free of charge)*

<input type="checkbox"/> WALL-MOUNTED FLAT-SCREEN MONITOR <small>(USB port and internet capable)</small>
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## 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
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# Auditorium setup instructions

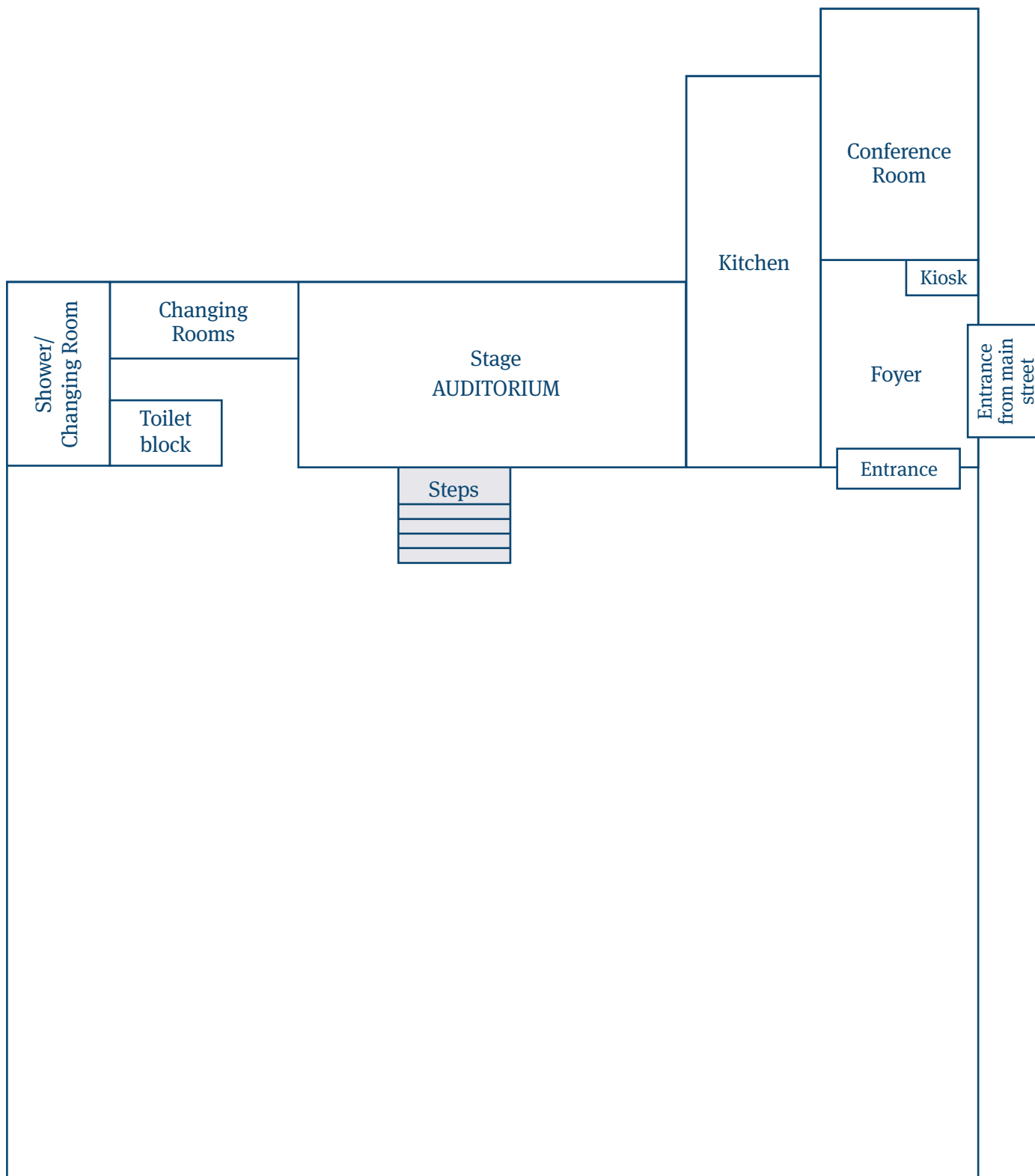
Please print clearly

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.



Customer Services Team  
 Phone: 07 868 0200  
 Fax: 07 868 0234  
 Email: [customer.services@tcdc.govt.nz](mailto:customer.services@tcdc.govt.nz)