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

Contact details



Must be completed by the client who is paying the account

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.

Full name of Hirer		
Company name		
Phone number		Postal address
Email address		
Details of 1		e of the facility during occupation
Contact name		
Phone number		Mobile number
Name of sound provider (DJ/Band/MC etc)		Phone number
_	nd details of activity see for the hire of Thames War Memorial Civil Specify dates and times, e.g. Saturday 18th May,	ic Centre Auditorium? 8.00am - 4.00pm to Sunday 19th May, 9.00am - 4.00pm
	be charged? YES NO nsumed during this booking? YES	Supporting documentation may be required NO Inverse read and understood the conditions relating to alcohol in the hall:
Signature		Varciny October 2024 - Page 1

Bank account verification for bond return.
Please attach a bank deposit slip or other verified proof of bank account
and Fill out bank account number and sign below
Signature Date (DD/MM/YYYY)
Seating requirements - chairs and tables available
Do you require us to set up? If yes please tick required and specify quantities. Charges apply. YES NO
Please setup the following SINGLE TRESTLE PORTABLE STAGING #
TIERED SEATING (BLEACHERS) Charges apply - these cannot be set-up by hirer #
Café service
Do you require a café service? Charges apply. NO NO
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 Outside caterers details
Available equipment
General equipment. Please tick if you require any of the following (Free of charge)
SCREEN DATA- PROJECTOR EXT. CORD WHITEBOARD LECTERN POWER BOARD (available throughout the Civic Centre)
Portable sound equipment. Please tick if you require any of the following (Free of charge)
MICROPHONE SPEAKERS SPEAKERS
Auditorium – Lighting & Sound Equipment. Please tick if you require any of the following (Charges apply - equipment not owned by Council)
FOH LIGHTS STAGE SIDE SIDE SIDE OWER FOLLOW-SPOT MIXING DESK MOUNTED SPEAKERS
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 required: Certified Safety Officer

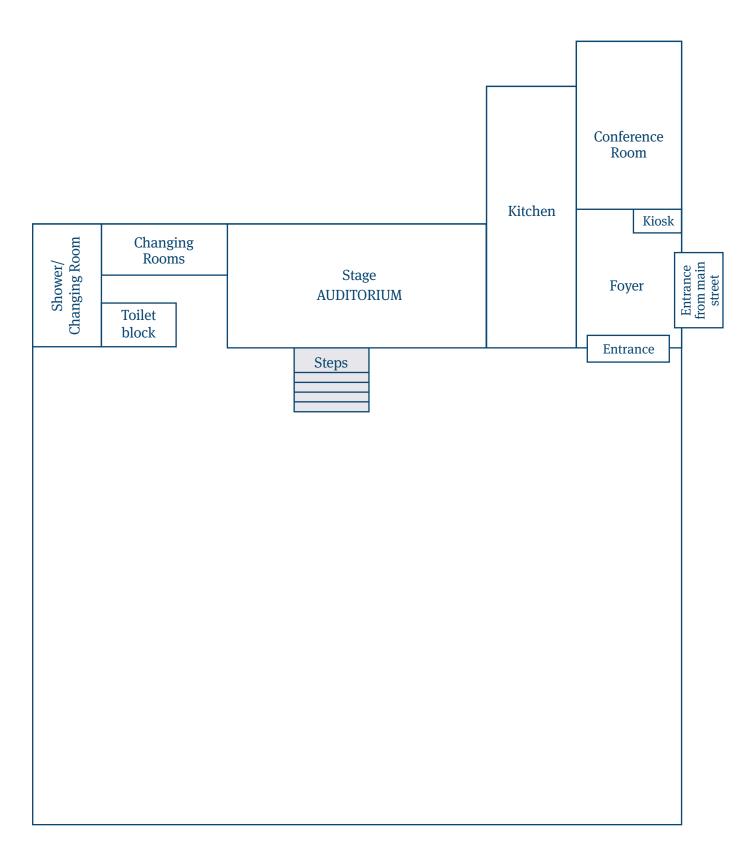
Auditorium setup instructions

Please print clearly

Please retain this sheet for your information, if you are doing your own setup

YES N

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