

Application for Hall Booking - Whangamatā War Memorial 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 Whangamatā War Memorial Hall you would like to hire (refer to the fees and charges in Annual Plan)

<input type="checkbox"/> EXISTING HALL	<input type="checkbox"/> SUPPER ROOM	<input type="checkbox"/> AUDITORIUM	<input type="checkbox"/> MEZZANINE FLOOR	<input type="checkbox"/> AUDITORIUM FOYER	<input type="checkbox"/> AUDITORIUM FOYER OFFICE	<input type="checkbox"/> CRAFT ROOM/ MINI THEATRE	<input type="checkbox"/> WHOLE COMPLEX
<input type="checkbox"/> CAR PARK (other than vehicle parking)	<input type="checkbox"/> KITCHEN						

Additional equipment or services you would like to hire (refer to the fees and charges in Annual Plan)

<input type="checkbox"/> SOUND SYSTEM	<input type="checkbox"/> PIANO	<input type="checkbox"/> CHAIRS	<input type="checkbox"/> TIERED BLEACHER SEATING (seats up to 193 people)	<input type="checkbox"/> THEATRE LIGHTING SYSTEM	<input type="checkbox"/> TABLES*	<input type="checkbox"/> CROCKERY*	<input type="checkbox"/> WIFI (no extra charge)
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*Note: No charge unless set up/pack up required

Purpose and details of activity

Purpose of hire?	<input type="text"/>
Numbers attending?	Numbers attending: <input type="text"/> Private Event <input type="checkbox"/> Commercial Event <input type="checkbox"/> Community Event <input type="checkbox"/>
Are you a	Regular User <input type="checkbox"/> Casual User <input type="checkbox"/>
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 _____
Keys required	Key pick up and return times e.g. Pick up: Saturday 18th May, 2.00pm Return: Sunday 19th May, 3.00pm pick up _____ return _____

**If you are intending to hire the Hall for multiple days please enter the details on the back of this form.

If an alcohol licence is required is it	Applied for <input type="checkbox"/>	Granted <input type="checkbox"/>
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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.

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:

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

Whangamatā Hall Layout

