

Application for Hall Booking - Thames War Memorial Civic Centre - Conference Room



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.

Contact details

Must be completed by the client who is paying the account

Full name of Hirer	
Company name	
Phone number	Postal address
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 Conference Room?

Activity full details

Dates required?
(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

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Numbers attending: _____	Private <input type="checkbox"/>	Commercial <input type="checkbox"/>	Community <input type="checkbox"/>
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Supporting documentation may be required


Will an entry fee be charged? YES NO

Will alcohol be consumed during this booking? YES NO

If you have ticked "YES", a bond will be required. 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 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? YES NO
If yes please tick required and specify quantities.

Charges apply.
Please setup the following SINGLE CHAIRS # _____ TRESTLE TABLES # _____ PORTABLE STAGING # _____

Café service

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

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

Conference Room equipment. *Please tick if you require any of the following (Free of charge)*
 SCREEN DATA-PROJECTOR EXT. CORD CEILING SPEAKERS WHITEBOARD LECTERN POWER BOARD
 PIANO (charges apply) WIFI (available throughout the Civic Centre)

Portable sound equipment. *Please tick if you require any of the following (Free of charge)*
 MICROPHONE 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 _____

SUBMIT FORM

Conference Room 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.*

