

# Application for Hall Booking - Whangamata 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 Whangamata 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*
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\*Note: No charge unless set up/pack up required

## Purpose and details of activity

<b>Purpose of hire?</b>				
<b>Numbers attending?</b>	Numbers attending: _____	Private Event <input type="checkbox"/>	Commercial Event <input type="checkbox"/>	Community Event <input type="checkbox"/>
<b>Are you a</b>	Regular User <input type="checkbox"/>	Casual User <input type="checkbox"/>		
<b>Event dates?</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 _____			
<b>Keys required</b>	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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# Whangamata Hall Layout

