

# Application for Hall Booking - Whitianga Town 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 Whitianga Town Hall you would like to hire (Refer to the fees and charges in Annual Plan):

<input type="checkbox"/> MAIN HALL	<input type="checkbox"/> SUPPER ROOM	<input type="checkbox"/> TOTAL FACILITY
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Additional equipment or services you would like to use:

<input type="checkbox"/> PIANO (charge applies)	<input type="checkbox"/> KITCHEN CROCKERY AND CUTLERY	<input type="checkbox"/> TABLES	<input type="checkbox"/> CHAIRS
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Charges for the above items only apply once if your booking is for more than one day.

The Hirer is responsible for setting out and storing the above. No furniture/chattels shall be removed or hired from this facility

## Purpose and details of activity

Purpose of hire?

Numbers attending?

Numbers attending: _____	Private <input type="checkbox"/>	Commercial <input type="checkbox"/>	Community <input type="checkbox"/>
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Are you a

Regular User <input type="checkbox"/>	Casual User <input type="checkbox"/>
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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 _____
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If an alcohol licence is required is it

Applied for <input type="checkbox"/>	Granted <input type="checkbox"/>
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Regular Users: Please attach letter with specific dates and times



# Whitianga Town Hall Layout

