

Application for Hall Booking - Coromandel Citizens Hall



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

Full name	
Company name	
Phone number	Mobile 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

Hirage details

Equipment you would like to use:

<input type="checkbox"/> KITCHEN CROCKERY AND CUTLERY * charges apply	<input type="checkbox"/> TABLES	<input type="checkbox"/> CHAIRS	<input type="checkbox"/> SCREEN (You will need to provide your own projector)
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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: _____	Private <input type="checkbox"/>	Commercial <input type="checkbox"/>	Community <input type="checkbox"/>	Supporting documentation may be required
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Are you a Regular User Casual User

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

Regular Users: Please attach letter with specific dates and times

Will alcohol be consumed during this booking? YES NO

If you have ticked "YES", 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

<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

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)

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