

Application for Hall Booking - Whitianga Town 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
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):

MAIN HALL SUPPER ROOM TOTAL FACILITY

Additional equipment or services you would like to use:

PIANO (charge applies) KITCHEN CROCKERY AND CUTLERY TABLES CHAIRS

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

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	\$
DEPOSIT	\$
BOND PAID	\$
TOTAL	\$

DATE PAID
RECEIPT NUMBER
DATE KEY ISSUED

Whitianga Town Hall Layout

