## 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 <u>customer.services@tcdc.govt.nz</u>. **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 SUPPER ROOM TOTAL FACILITY	
MAIN SUPPER TOTAL	er to the fees and charges in Annual Plan):

 ${\it Charges for the above items only apply once if your booking is for more than one day.}$ 

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? Supporting documentation Numbers Private Commercial Community attending: may be required Are you a Regular User Casual User **Dates required?** Specify dates and times, e.g. Saturday 18th May, 8.00am - 4.00pm to Sunday 19th May, 9.00am - 4.00pm (incl set up and pack up) 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. or other verified proof of bank account Please attach a bank deposit slip and Fill out bank account number and sign below 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 Floor Warden Warden

In addition to these wardens, if your function is over 300 people a Certified Safety Officer is also required:

Certified Safety Officer

## 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) DATE PAID DEPOSIT \$ DEPOSIT \$

\$

\$

TOTAL

## **Whitianga Town Hall Layout**

