Application for Hire Form - Auditorium

Signature



Date (DD/MM/YYYY)

APPLICATION FOR HIRE FORM FOR THAMES WAR MEMORIAL CIVIC CENTRE - AUDITORIUM

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Please attach a bank deposit slip or	entry fee be	YES NO	
or	Bank account v	verification for bond return.	
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		nt number and sign below	

Seating requirements					
Do you require table and seating set up? If yes please tick required and specify quantities. Charges apply. YES NO					
Please setup the following SINGLE CHAIRS X	TRESTLE PORTABLE STAGING X	TIERED SEATING (BLEACHERS) X			
Café service					
Do you require a café service? Charges apply.	YES NO				
Please setup the following TEA/COFFEE/SUGAR/MILK TO BE PROVIDED X	WATER JUGS AND GLASSES TO BE PROVIDED X				
We have outside caterers. Please supply details Outside caterers details					
Available equipment Conference Room equipment. Please tick if you require any of the following (Free of charge)					
OHP SCREEN (FOR OHP) TV/VID	DATA- PROJECTOR EXT. CORD	MICROPHONE WHITEBOARD			
LECTERN POWER PLANO (charge	wiFi (available throughout the Civic Centre)				
Auditorium – Lighting & Sound Equipment. Please tick if you require any of the following (Charges apply - equipment not owned by Council)					
FOH STAGE SIDE CURTA	LECTERN 3-PHASE POWER	FOLLOW-SPOT CORDLESS MICROPHONE			
Foyer. Please tick if you require the following (Free of charge) WALL-MOUNTED FLAT-SCREEN MONITOR (USB port and internet capable)					

Information

For more information, please contact our:

Customer Services Team

Phone: 07 868 0200 Fax: 07 868 0234

Email: customer.services@tcdc.govt.nz

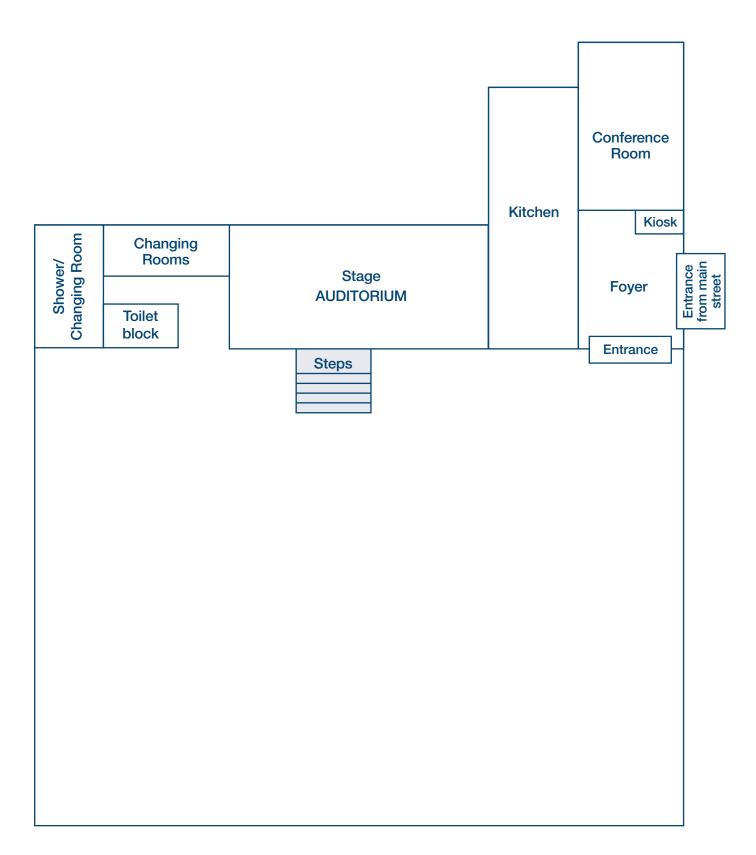
Auditorium setup instructions

Please print clearly

Please retain this sheet for your information, if you are doing your own setup

YES

If you want us to setup for you. Draw in your setup arrangement and fax, mail or email this sheet to us.





Customer Services Team

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Email: customer.services@tcdc.govt.nz