Application for Hire Form - Conference Room

Signature



Date (DD/MM/YYYY)

APPLICATION FOR HIRE FORM FOR THAMES WAR MEMORIAL CIVIC CENTRE - CONFERENCE ROOM

P P	lication detail	ls	Must be completed by the client who is paying the account				
Full name of Hirer							
Company name							
Phone number			Postal address				
Fax number							
Email address							
Details of pers	on responsible for care (of the Centre during yo	ur occupation				
Contact name							
Phone number			Cell phone				
What is the pu	rpose for the hire of Tha	ames War Memorial Civ	vic Centre Conference Room?				
Activity full details							
Dates required?	Specify dates and times e.g. Saturday 18th May, 8.00am - 4.00pm to Sunday 19th May, 9.00am - 4.00pm	e.g. Saturday 18th May, 8.00am - 4.00pm					
Set up times required?	Setup and Catering times e.g. Saturday 18th May, 8.00am - 4.00pm to Sunday 19th May, 9.00am - 4.00pm to Sunday 19th May, 9.00am - 4.00pm						
Numbers attending?	Numbers attending:	Private Comme	rcial Community				
Will an entry fee be charged?	YES NO						
entry fee be charged?	yes No	urn.					
entry fee be charged?	verification for bond ret	urn.					

5				
Do you require table and seating set up? If yes please tick required and specify quantities. Charges apply.	YES	40		
Please setup the following SINGLE CHAIRS X	TRESTLE TABLES X	PORTABLE STAGING X		TIERED SEATING (BLEACHERS) X
Café service				
Do you require a café service? Charges apply.	YES	10		
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 follo	wing (Free of charge)		
OHP SCREEN (FOR OHP) TV/VIDE	DATA- PROJECTOR	EXT. CORD	MICROPHONE	WHITEBOARD
LECTERN POWER PIANO (charges	wiFi (available through the Civic Centre)	out		
Foyer. Please tick if you require the following (Free of WALL-MOUNTED FLAT-SCREEN MONITOR (USB port and internet capable)	of charge)			

Information

For more information, please contact our:

Seating requirements

Customer Services Team Phone: 07 868 0200

Fax: 07 868 0234

Email: customer.services@tcdc.govt.nz

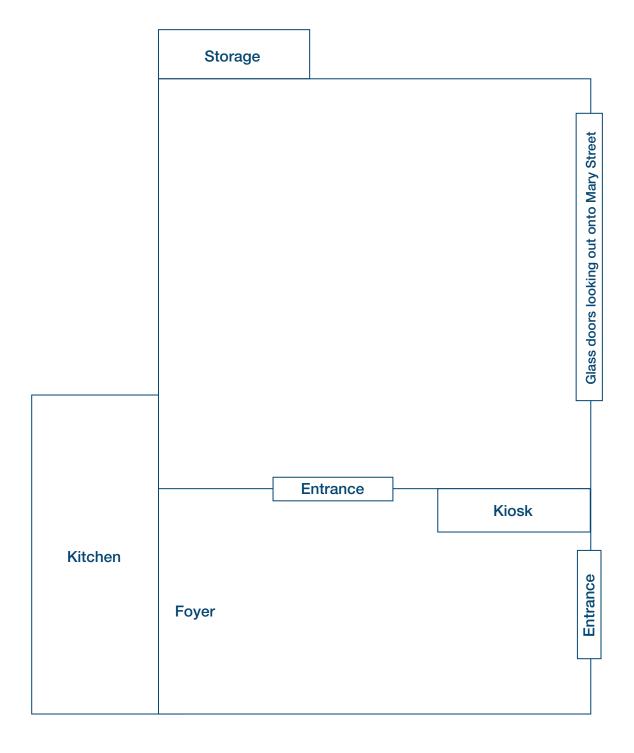
Conference Room setup instructions

Please print clearly

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

YES NO

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





Phone: 07 868 0200 Fax: 07 868 0234

Email: customer.services@tcdc.govt.nz