Application for Hall Booking - Whitianga Town Hall



Contact de	etails					
Full name						
Company name						
Phone number		Mobile number		Fax number		
Email address						
Postal address						
Details of (if different from a		sible for car	e of the Hall	during occupation		
Contact name						
Phone number			Mobile number			
Name of sound provider (DJ/Band/MC etc)			Phone number			
Hirage de	tails					
Areas of the Whitianga Town Hall you would like to hire (Refer to the fees and charges in Annual Plan):						
MAIN SUPPER TOTAL FACILITY						
Additional equip	oment or services you w	ould like to use:				
PIANO (charge applies	KITCHEN CRO AND CUTLERY		ES CHAIRS			
	items only apply once if your b ble for setting out and storing			r hired from this facility		
Purpose a	nd details of a	ctivity				
Purpose of hire?						
Numbers attending?	Numbers attending:	Private Commerc	cial Community			
Are you a	Regular User Casua	al User				
Event dates? (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 to					
If an alcohol licence is required is it Applied for Granted						

Bank account	verification for bond return.	1 050.
Please attach a ba	ank deposit slip	
	unt number and sign below	
Signature		Date (DD/MM/YYYY)
Signature		Date (DD/MM/1111)
Health a	nd Safety	
	p to 300 people two wardens are to be designated for your case of an emergency. Please state the names of these j	our function, to be responsible for the evacuation of people people:
Building Warden	Flo	oor arden
In addition to t	hese wardens, if your function is over 300 people a Cert	tified Safety Officer is also required:
Certified Safety Officer		
Declarat	rion.	
	1011	
activating the fire		of Hire and will comply with all conditions. It is also understood that ered from the hirer (up to \$1,000). A bond may be required to be paid and
Signature		Date (DD/MM/YYYY)
Please detail th	of multi-day booking the dates, times and details of multi-day bookings. If the less are for set up, rehearsal and the days and times of perf	booking is for rehearsal and performance please indicate what formance:
	HIREAGE \$	DATE PAID
	HIREAGE \$ DEPOSIT \$	DATE PAID RECEIPT NUMBER
Office use only	\$ DEPOSIT	

Whitianga Town Hall Layout

