

# Facility Hire Application Form

## Horowhenua District Council - Civic Area

### APPLICANT TO COMPLETE

Please note that those fields highlighted with an \* are required fields and must be filled out.  
You must sign Page 2 of this form.

<b>*Name of hirer:</b>		<b>*Daytime phone:</b>	
<b>*Contact person:</b>		<b>*After hours phone:</b>	
<b>*Email:</b>		<b>*Recurring event:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>*Postal address:</b>		<b>Recurrence:</b> (monthly, yearly, etc)	
		<b>*Type of event:</b> (incl description of activities)	
		<b>*No. of attendees:</b>	
<b>*Date of Hire:</b>	<b>*Hire Begins (am/pm):</b>	<b>*Hire Ends (am/pm):</b>	
Is alcohol to be consumed at your event?			Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>*Are you selling alcohol:</b> <small>(Note: A Special Licence is required)</small> Yes <input type="checkbox"/> No <input type="checkbox"/>		<b>*Is alcohol included in ticket price:</b> <small>(Note: A Special Licence is required)</small> Yes <input type="checkbox"/> No <input type="checkbox"/>	
If your Special Liquor Licence application is not successful will you still hire the facility?			Yes <input type="checkbox"/> No <input type="checkbox"/>

### FEES

Each room listed below will be charged out separately. Charges are per hour (2 hour minimum charge for one-off bookings). A bond of \$500 is applicable for all bookings to be held outside Council's normal business hours and on public holidays. All fees must be paid in advance.

Please Note: The foyer cannot be booked for private use unless the entire facility is booked for use. The foyer is only available for booking after working hours.

*FACILITIES REQUIRED		*No of hours:	COUNCIL OFFICER TO COMPLETE			
			Group A		Group B	
<input type="checkbox"/>	Entire Venue (24 Hour Use Block Charge)	N/A	<input type="checkbox"/>	\$2,750.00	<input type="checkbox"/>	\$1,700.00
<input type="checkbox"/>	Entire Venue (Half Day)	N/A	<input type="checkbox"/>	\$1,150.00	<input type="checkbox"/>	\$720.00
<input type="checkbox"/>	Entire Venue (All Facilities)		<input type="checkbox"/>	\$200.00/hr	<input type="checkbox"/>	\$160.00/hr
<input type="checkbox"/>	Council Chambers		<input type="checkbox"/>	\$70.00/hr	<input type="checkbox"/>	\$38.00/hr
<input type="checkbox"/>	Council Chambers (Full Day)	N/A	<input type="checkbox"/>	\$350.00	<input type="checkbox"/>	\$220.00
<input type="checkbox"/>	Horowhenua Room		<input type="checkbox"/>	\$38.00/hr	<input type="checkbox"/>	\$26.00/hr
<input type="checkbox"/>	Horowhenua Room (Full Day)	N/A	<input type="checkbox"/>	\$190.00	<input type="checkbox"/>	\$120.00
<input type="checkbox"/>	Ante Room		<input type="checkbox"/>	\$38.00/hr	<input type="checkbox"/>	\$26.00/hr
<input type="checkbox"/>	Ante Room (Full Day)	N/A	<input type="checkbox"/>	\$190.00	<input type="checkbox"/>	\$120.00/hr
<input type="checkbox"/>	Foyer (Only Available After Working Hours)		<input type="checkbox"/>	\$38.00/hr	<input type="checkbox"/>	\$26.00/hr
<input type="checkbox"/>	Kitchen		<input type="checkbox"/>	\$40.00/hr	<input type="checkbox"/>	\$40.00/hr
<input type="checkbox"/>	Staff Charge (Set Up and Pack Down)		<input type="checkbox"/>	\$40.00/hr	<input type="checkbox"/>	\$40.00/hr
<input type="checkbox"/>	Tea and Coffee (Per Head)		<input type="checkbox"/>	\$3.50/head	<input type="checkbox"/>	\$3.50/head
<input type="checkbox"/>	Data Projector/Speakers (Unit Rate)		<input type="checkbox"/>	\$100.00/unit	<input type="checkbox"/>	\$50.00/unit
<input type="checkbox"/>	Other		<input type="checkbox"/>		<input type="checkbox"/>	
<b>TOTAL HIRE FEE:</b>			<b>\$</b>		<b>\$</b>	

# Facility Hire Application Form

## Horowhenua District Council - Civic Area

### INVOICING DETAILS - BOND REFUNDS BY DIRECT CREDIT:

To enable your bond to be refunded you must supply bank verification at time of booking.

\*Name to be invoiced:

\*Postal address:

Bank verification supplied:

Yes  No

### CONDITIONS OF USE

The relevant Conditions of Hire and Emergency/Evacuation Procedures have been read, understood and are hereby accepted.

\*Signed by hirer:

\*Date:

\*Name:

**Please Note:**

Council reserves the right to decline this application.

You will receive written confirmation that your booking has been accepted.

Your booking will not proceed unless payment in full (including hire fee and bond) has been made prior to your booking.

### OFFICE USE ONLY

#### COUNCIL TO COMPLETE

NAR #

Debtor #

CM9 #

#### FEES

Bond \$

\$500.00

Notes:

Hire Fee (from Page 1) \$

Other \$

**Total Fee Owing \$**

#### PAYMENT

GL Code: W8084.1000.131

Receipt #

Receipt #

Receipt #