

Application for hall hire

Application

Person or group
Contact person
Contact address
Telephone number	D N Cell
Email
Facility required	Huntly War Memorial Hall <input type="checkbox"/> Riverside Room <input type="checkbox"/> Civic Centre <input type="checkbox"/> Ngaruawahia War Memorial Hall <input type="checkbox"/> Tuakau Memorial Hall (main hall) <input type="checkbox"/> Tuakau Supper room <input type="checkbox"/> RSA meeting room <input type="checkbox"/> Upper meeting room/kitchen <input type="checkbox"/>
Date/s required
Frequency <i>(Delete if not long term booking)</i>	Day of the week OR Day of the month
Function or event Number attending
Liquor	Will liquor be available? NO / YES If YES, will it be provided? <input type="checkbox"/> OR sold? <input type="checkbox"/>
Special requirements

Consent to collection of data and agreement with conditions

I (please print) consent to the collection of the details above by Waikato District Council, for the purpose of administration and programming. This consent is given in accordance with the Privacy Act 1993. I acknowledge my right to have access to this information.

Furthermore, I declare that the information here is true and correct. I agree to abide by the Council's conditions of hire which are attached to this agreement. I acknowledge that failure to follow these conditions will result in the cancellation of my booking without refund and/or forfeiture of deposit.

Signed: (on behalf of hirer) Date:

Please note: Your booking is confirmed only when payment is received. Until this time the Council cannot guarantee your hire.

Signed: (on behalf of Waikato District Council) Date:

Office use only

Received by	on	Emailed to	on
Confirmed by	on	Date entered on booking sheet	
Facility/room hired \$		Invoice sent on	
Security required?	YES / NO	Security arranged on date	
Bond paid \$	on	Bond refunded \$	on
Details of any deposit retained			