

 **Hire Application Form**

This form provides us with your contact details and details about your request to hire a building from the Waitomo District Council. **It is important that you answer all questions fully**.

You will need to book all venues at least **five working days** in advance.

**Contact Details**

|  |  |
| --- | --- |
| **Date**  |  |
| **Organization**  |  |
| **Contact Name** |  |
| **Address** |  |
| **Email** |  |
| **Phone Number**  |  |

**Term of Hire**

**Short Term Hire** (Casual One-Off Hire or up to 5 days)

|  |  |
| --- | --- |
| **Date of Hire** |  |
| **Start Time** |  |
| **Finish Time** |  |
| **Hours of Hire Required**  |  |

**Long Term Hire** (Longer than 5 days)

**Reoccurring or on-going hireage:** Daily**□** Weekly**□** Fortnightly**□** Monthly**□** Bi-Monthly**□** Annually**□**

|  |  |
| --- | --- |
| **Start Date**  |  |
| **End Date**  |  |
| **Hours per day required**  |  |

(Note: For hireage longer than 5 days a license to occupy agreement will be sent to you on return)

**Building /Facility Required**

**Select the Building or Facility you wish to hire** (please tick)

Les Munro Centre **□** Piopio War Memorial Hall **□** Railway Building 1 **□** Railway Building 3 **□**

Senior Citizens hall **□** Centennial Park **□** The Domain **□**

|  |  |
| --- | --- |
| **Reason for Hire/Function Type** (i.e AGM, Birthday , Sales Event, Meeting) |  |
| **Activity planned in building or facility** |  |
| **Public, private or commercial function**  |  |
| **Approximate number or people attending** |  |
| **Will there be live music at the event** |  |
| **Will you be applying for a liquor licence** |  |
| **Will your guests be consuming alcohol** |  |
| **Other relevant information** (i.e Optional Dates) |  |

**Please Tick**

I agree the building/facility is to be left in the same condition as it was hired to me. **□**

I agree that should any damage or loss of items occur, the cost of repair or replacement will be at the cost of the hirer. **□**

|  |
| --- |
| **Les Munro Centre only**I have read the Fire and Evacuation procedures provided with this Hire Application Form for the Les Munro Centre. **□**  |

**I agree that I have read and understand the conditions of hire.**

**Signature: ……………………….**

**Date: ……………………………….**

**Office Use**

**Schedule of Charges**

|  |  |
| --- | --- |
| **Deposit** |  |
| **Hire Fee** |  |
| **Bond**  |  |
| **Total Payable** |  |
| **Booking Processed by** |  |

**Booking Approved by:**

**Manager – Customer Service** (short Term)  **□**

**Infrastructure Manager – Property** (long term) **□**

**Signature: ……………………….**

|  |  |
| --- | --- |
| **Pre-Inspection Completed By**  |  |
| **Key Collected By** |  |
| **Post-Inspection Completed by**  |  |
| **Bond Refunded** |  |