



## 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

<b>Reason for Hire/Function Type</b> (i.e AGM, Birthday , Sales Event, Meeting)	
<b>Activity planned in building or facility</b>	
<b>Public, private or commercial function</b>	
<b>Approximate number or people attending</b>	
<b>Will there be live music at the event</b>	
<b>Will you be applying for a liquor licence</b>	
<b>Will your guests be consuming alcohol</b>	
<b>Other relevant information</b> i.e Optional Dates. Hireage of sound system, cutlery/crockery (extra fee applies)	

**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**

<b>Deposit</b>	
<b>Hire Fee</b>	
<b>Bond</b>	
<b>Total Payable</b>	
<b>Booking Processed by</b>	

**Booking Approved by:**

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

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

**Signature:** .....

<b>Pre-Inspection Completed By</b>	
<b>Key Collected By</b>	
<b>Post-Inspection Completed by</b>	
<b>Bond Refunded</b>	

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