

# Application for use of marquee

## Please read this first

This form will be scanned by electronic equipment. It is important that you:

- use a blue or black pen to complete this form; and
- please print clearly.

## Applicant details *(Please print in CAPITALS)*

Name of applicant

Name of organisation hosting the event

Event name

Dates requested: Start date  /  / 2 0  Finish date  /  / 2 0

Postal address

Town

Postcode

Home phone number

Work phone number

Mobile phone number

Email

## Terms and conditions

- Booking of the marquee is subject to availability.
- The marquee is to be used for community events happening within Tararua only and is **not available for commercial or personal use**.
- Tararua District Council reserves the right to refuse any booking at any time and for any reason.
- The marquee may be hired for a maximum of two days, or longer by arrangement.
- The marquee will be available for collection from the Dannevirke Service Centre, 26 Gordon Street.
- Tararua District Council requires a minimum of one months notice for bookings and a minimum of one weeks notice for collection.
- The marquee is the responsibility of the organisation named above and must be returned in the condition in which it was collected.
- If the organisation named above fails to comply with these terms and conditions then the said organisation indemnifies Tararua District Council for any costs incurred as a result of non-compliance.

I hereby accept the terms and conditions as set out above.

Signature of applicant

Date

## Office use only

Date approved  /  /

Application approved by