

Community facility (spaces and places) application form



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
- print clearly.

Applicant details *(Please print in CAPITALS)*

Name of organisation or individual

Contact person

Daytime phone number

Afterhours phone number

Mobile phone number

Email

Facility details *(Please print in CAPITALS)*

Purpose the facilities are being used for

Expected number of participants or attendees

Which facilities do you want to book? (check all that apply)

Buildings and stadiums:

- Dannevirke Town Hall** ▶ Entire Facility Ground floor Kitchen Concert chamber (including kitchen)
 Auditorium Heating
- Dannevirke Sports Centre** ▶ Entire facility Stadium Boxing room Supper room and kitchen
- Tararua Business Network** ▶ Dannevirke Training/Seminar Room Dannevirke Board Room
- Eketāhuna Community Centre** ▶ Entire Facility Stadium Supper room and kitchen
- Eketāhuna War Memorial Hall** ▶ Entire facility
- Pahiatua Town Hall** ▶ Main hall Supper room and kitchen Heating
- Pahiatua Council Service Centre** ▶ Council chamber
- Pongaroa Community Hall** ▶ Entire facility Main hall Supper room and kitchen
- Woodville Stadium** ▶ Entire facility Stadium Supper room and kitchen

Parks and Reserves:

- Coronation Park** ▶ Whole grounds Changing rooms Lights
- Dannevirke Domain** ▶ Whole grounds Oval No.2 Ground Grandstand
- Woodville Recreation Ground** ▶ Whole grounds
- Eketāhuna Domain** ▶ Whole grounds

Booking details (Please print in CAPITALS)

What time and dates do you want to use the facilities? Use **A** if you are booking the facilities for a season. Use **B** if this is a one-off booking. *(Remember to include time for set-up and clean up.)*

A	<input type="text"/> Day of week (e.g. Monday)	B	<input type="text"/> Day of week - in (e.g. Saturday)
<input type="text"/> : <input type="text"/> M	<input type="text"/> : <input type="text"/> M	<input type="text"/> : <input type="text"/> M	<input type="text"/> / <input type="text"/> / 2 0
Start time	Finish time	In time	In date
<input type="text"/> / <input type="text"/> / 2 0		<input type="text"/>	Day of week - out (e.g. Sunday)
Start date		<input type="text"/> : <input type="text"/> M	<input type="text"/> / <input type="text"/> / 2 0
<input type="text"/> / <input type="text"/> / 2 0		Out time	Out date
Finish date			

Note: Cleaning fee charged per booking for casual hire and per season for regular hire

Will you be serving alcohol?

Yes No

See *Community Facilities Terms and Conditions of Hire* for current guidelines around the sale and supply of alcohol

Payment details (Please print in CAPITALS)

Paying by cash/efpos

OR

Send invoice to:

Postal address

Town

Postcode

Declaration

I wish to apply for the use of the above indicated community facilities and agree to accept the Community Facilities Terms & Conditions of Hire.

I understand and accept that Tararua District Council may immediately terminate this agreement if the hirer breaches any Terms & Conditions of Hire.

Signature of applicant

 / / 2 0

Date

Office use only

Cleaner advised

NAR •

Receipt

Booking entered

Date entered / / 2 0

Amount paid \$

Key number