



APPLICATION FOR HALL HIRE
REGULAR or CASUAL USE

I/We..... (Individual/Organisation Name)
..... (Address)
.....
..... (Contact Phone Number)

Contact Name and Phone Number of person responsible for care of facility during Hire:
..... Phone:

Hereby apply to hire the: NGATEA - WAIHI - PAEROA HALL
(Circle one)

From: To
(Date) (Date)

Days Required:
Mondayam/pm toam/pm Friday am/pm toam/pm
Tuesdayam/pm toam/pm Saturdayam/pm toam/pm
Wednesdayam/pm toam/pm Sunday am/pm toam/pm
Thursdayam/pm toam/pm

WHAT IS THE ACTIVITY?
.....

Will an admission charge be made? Y/N
If Yes, how much per person?

REQUIREMENTS:

- Small Hall Piano Sound System
 - Main Hall Crockery
 - Complex Kitchen
- (Small & Main Hall)

USER CATEGORY: (Choose ONE type only)

- Commercial Not-For-Profit **Local - (excludes Social Functions)**
 - Social Not-For-Profit **–Out of District - (excludes Social Functions)**
 - Civic
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FIRE SAFETY:

For functions of up to 100 people: One Fire Warden must be designated to be responsible for the evacuation of people from the premises. Please state his/her name:

..... (Building Warden) (24hr Contact Number)

For functions of up to 300 people: Two Fire Wardens must be designated to be responsible for the evacuation of people from the premises. Please state their names:

..... (Floor Wardens) (24hr Contact Numbers)

For functions of 300 to **350** people, it is a Fire Safety and Evacuation of Buildings Regulations 1992 requirement that a certified Safety Officer also be in attendance:

..... (Safety Officer) (24hr Contact Number)

I/We, have read and understand the conditions of the application and Hall hire Conditions and will comply with all conditions. I agree to appoint a person to who will be responsible for making sure that all occupants are accounted for in the event of an evacuation.

Signed..... Date:/...../20.....

OFFICE USE ONLY

FEE: Bond (416001/196) \$..... Date Paid:
Rental(643290/172) \$..... Receipt No.
Additional Services \$..... Keys/s No.
TOTAL: \$..... Date Issued:

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