

Karangahake Hall Hire Application For – Casual Use

Name of Applicant

Address

Contact Phone Number

Hire Start Date & Time

Hire Departure Date & Time

Contact name & phone number of person responsible for care of facility during hire.

REQUIREMENTS

Main Hall

Kitchen

Stage

Small Meeting Room

ADDITIONAL SERVICES REQUIRED

Rubbish Removal

Cleaning

- Additional services requested will be charged to the applicant.

PROPOSED USAGE

Meeting

Private Function

Business/Commercial

Market

Exhibition

School or Cultural Event

Estimated number of people attending

FIRE SAFETY

For functions of up to 100 people a fire warden must be designated to be responsible for the evacuation of people from the premises. Please provide the name of the nominated fire warden.

For functions over 100 people two fire wardens must be designated to be responsible for the evacuation of people from the premises. Please provide the names of the nominated fire wardens.

Warden 1 -----

Warden 2 -----

Note: The maximum number of people allowable in the hall is 180.

I/We, have read and understood the conditions. I/We agree to appoint a person or persons 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	\$ -----	Date Paid -----
RENTAL	\$ -----	Receipt No -----
Additional Services	\$ -----	Key(s) No -----
TOTAL	\$ -----	Date Issued -----