

KARANGAHAKE HALL HIRE APPLICATION FORM – CASUAL USE

Name of Applicant: _____

Address: _____

Contact Phone Number: _____

Day 1: Hire Date: _____

Day 1: Start & Finish Time: _____

Day 2: Hire Date: _____

Day 2: Start & Finish Time: _____

Additional time requirements (if relevant): _____

Estimated number of people attending: _____

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 Business/Commercial Exhibition
 Private Function School or Cultural Event Market

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____

Internet Banking Account no: 38-9020-0134461-00

Your name as reference

Thank you for choosing to hire our hall!