

Application for Hire

Flaxmere Community Centre

(Rooms, equipment, assistance)

Today's Date: _____ / _____ / _____

1. Booking Details:

Name of Organisation:	
Contact Person:	
Address:	
Suburb:	City:
Home Phone:	Work Phone:
Mobile Phone:	Email:

2. Invoicing Details:

Name of Person / Organisation:	
Address:	
Suburb:	City:
Email:	

3. Hire Details:

Type of Booking: <i>e.g. casual one off booking, multiple booking (every Tuesday, monthly)...</i>	
Purpose of Booking: <i>e.g. Church Service, tournament, meeting, regular club, casual club etc, function, birthday...</i>	
Date(s) of Use:	
Day(s) of Week:	
Time Required for Use:	
Expected Number of Participants:	Spectators:

 30 Swansea Road, Flaxmere

 +64 6 879 9812

 flaxmerecc@hdc.govt.nz

 flaxmerecommunitycentre

Postal Address
Flaxmere Community Centre
C/- Hastings District Council
Private Bag 9002
HASTINGS

4. Rooms, Equipment and/or Assistance Required:

Rooms for Hire (per hour)	Hours of use	Rate	Total
Sports Hall		\$25	
Harakeke Room (Includes x7 Tables and 36 PVC Chairs)		\$20	
Talanoa Room		\$10	
Mezzanine Room		\$15	
Community Room (Cannot be hired outside of staffed hours)		\$12	
Community Room 2 (Cannot be hired outside of staffed hours)		\$12	
Equipment/Other items per booking		Rate	Total
Chairs (Up to 180 steel frame seats)		\$5	
Tables (7 trestle tables)		\$5	
Refreshments Trolley <ul style="list-style-type: none"> Hot water urn, cups, teaspoons, glasses and water jug Price may vary depending on use (consumables to be supplied by hirer, FCC can provide this service at extra cost) 		\$15-\$25 \$5	
White board (large white board on stand)		\$5	
Stage (4 Sections 1200x900 with adjustable legs, price rate per section)		\$10	
Volleyball (2 stands and a net)		\$5	
Netball goals (x 2 goals)		\$5	
Badminton Set (x2 stands, net)		\$5	
Staff Labour per hour and Bond		Rate	Total
Staff on site to run programmes (Per Hour)		\$25	
Extra help staff to run programmes (20+ participants. Per Hour)		\$15	
Staff to set up equipment (set up room/s, equipment)		\$20	
Bond (for all ongoing bookings and after hour bookings)		\$200	

Postal Address
 Flaxmere Community Centre
 C/- Hastings District Council
 Private Bag 9002
 HASTINGS

 30 Swansea Road, Flaxmere

 +64 6 879 9812

 flaxmerecc@hdc.govt.nz

 flaxmerecommunitycentre

Possible Charges	Prices
Cleaning per hour	\$100.00
Heaters to fast dry floor before next hirer	\$20.00
Unavailable court due to not cleaning or damage – per hour	\$100.00
Damage	\$POA
Breaking Conditions of Hire (e.g. going over time with bookings, coming in at unarranged times without management consent, taking FCC equipment off site etc)	\$100.00

PLEASE READ AND SIGN BELOW

I understand this form having been filled out and returned to the FCC **does not** confirm my booking. Bookings are first in, first served. You will be contacted via phone or email by the Booking Coordinator to confirm your booking.

Booking Procedure:

- Booking Form completed and returned to the Centre
- Booking is checked by the Booking Coordinator
- Booking is paid for by Hirer
- Booking is entered into the Booking Calendar and is deemed to be confirmed.

I, the aforementioned hirer, acknowledge that I have received the Flaxmere Community Centre Hire Agreement and understood the conditions for letting the Flaxmere Community Centre and agree to abide by the same.

Method of Payment:

- Internet Banking: Hastings District Council: 03 0642 0281000 00
 - Particulars = FLAXMERE CC
 - Code = booking name
 - Reference=date(s)/timeframe of hire.
- Cash / EFTPOS – to be paid at time of booking and one week in advance for on-going bookings
- Cheque – made payable to the Hasting District Council
- To be invoiced – sent out monthly

Name: (please print) _____

Signature of Hirer or Authorised Agent: _____

Today's Date: ____/____/____

For Office Use Only:

Bond Paid:	Date: ____/____/____
Receipt No:	
Bond Ret'd:	
Cheque No:	
Entered SAMI: By _____	Date: ____/____/____

30 Swansea Road, Flaxmere

+64 6 879 9812

flaxmerecc@hdc.govt.nz

flaxmerecommunitycentre