

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 (Load limits apply):	Spectators:

A 30 Swansea Road, Flaxmere

P +64 6 879 9812

E flaxmerecc@hdc.govt.nz

T flaxmerecommunitycentre

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

4. Rooms and Equipment

Rooms for Hire (per hour)	Hours of use	Rate	Total
Sports Hall		\$25	
Wharekai		\$25	
Talanoa		\$10	
Fitness Room		\$15	
Youth Room (Mezzanine Room upstairs - available from 9.00am to 2.00pm week days only)	Leased	\$15	
Community Room (Cannot be hired outside staffed times)	Leased	\$12	
Double room bookings for more than 3 hours	Prices		
Sports Hall & Wharekai	4hrs - \$165.00		
	6hrs - \$245.00		
	8hrs - \$330.00		
	10hrs - \$410.00		
Equipment/Other items per booking	One off	Rate	Total
Refreshments Trolley including: <ul style="list-style-type: none"> Hot water urn, cups, teaspoons, water jugs, glasses, tea coffee, milo, sugar, milk. (Not available weekends or after hours)		\$20	
White board (large white board on stand)		\$5	
Stage (4 sections 1200x900)		\$20	
Volleyball (2 stands and a net)		\$5	
Netball goals (x 2 goals)		\$5	
Badminton Set (x2 stands and net)		\$5	
Projector		\$20	
Carpet Tiles (105 pcs. 2 m x 1 m)		\$75	
Staff Labour per hour and Bond		Rate	Total
Staff on site to run programmes		\$25	
Extra help - staff to run programmes (20+ participants. Per hour)		\$15	
Staff to set up equipment (set up room/s, equipment)		\$10	
Bond (one off fee for evening & after hour bookings)		\$200	

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Possible Charges	Prices
Cleaning per hour	\$100.00
Lost or damaged key	\$100.00
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, this includes not exceeding the load limits of rooms within the facility.

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: ____ / ____ / ____

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Bond application for casual bookings only Flaxmere Community Centre

Today's Date: _____ / _____ / _____

1. Booking Details:

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

2. Hire Details:

Type of Booking: *e.g. casual one off booking, multiple booking (every Tuesday, monthly)...*

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Date(s) of Use:

Day(s) of Week:

Time Required for Use:

Expected Number of Participants (Load limits apply):

OFFICE USE ONLY

Date of payment			
Bond fee	\$	Accepted by	
Hire fee	\$	Receipt number	
Bond amount refunded	\$	Date of refund	
Refunded by		Staff sign	
Recipient name		Recipient sign	



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Community
Centre**

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