



Application for the use of Havelock North Mackersey Pavilion

Office Use

WORK INSTRUCTIONS

Date Requested		Date Approved	
		Booking Reference	
Name of Applicant			
Address			
Organisation/Club			
Activity/Event			
Date Required		Time of use	
Contact Person		Telephone	
Expected Participants		Email	

SERVICES TO BE PROVIDED

<i>X in appropriate box(es)</i>	Yes	No	Date
Toilets	<input type="checkbox"/>	<input type="checkbox"/>	
Key	<input type="checkbox"/>	<input type="checkbox"/>	
Use of kitchen & oven	<input type="checkbox"/>	<input type="checkbox"/>	

PLEASE PROVIDE DETAILS ABOUT YOUR EVENT

Fees & Charges	
Children's Birthday Parties half day 9am – 12 noon	\$176.00 includes cleaning
Children's Birthday Parties half day 1pm – 5pm	\$176.00 includes cleaning
Children's Birthday Parties full day 9am – 5pm	\$276.00 includes cleaning
Private function	\$50.00 per hour + cleaning fee \$76.00
Exclusive use of the pavilion (full day hire)	\$200.00 per day + cleaning fee \$76.00
Community Group	\$11.00 per hour
Power Charge per day (events on held the reserve)	\$50.00 half day - \$100.00 full day
Reserve hire fee including carpark	\$270.00

General Requirements

1. Please take all rubbish away with you and ensure that the pavilion is left clean and tidy before you leave.
2. Barbeques are not permitted on the veranda, limestone pavers or artificial grass areas.
3. Inflatable devices, such as bouncy castles and slides, and mechanical rides are not permitted.
4. No alcohol to be consumed in or around the pavilion. (within liquor ban area of the reserve)
5. Hastings District Council will not accept responsibility for any accidents, damages or losses that may occur whilst using the Pavilion.
6. Any damage to the Pavilion, including the kitchen has to be reported to Hastings District Council immediately. Council requires a bond to be paid to cover damaged caused by pavilion users.

- 7. Hours of use 8am – 6pm
- 8. The venue accommodates up to 20 people per event.

FEES & CHARGES	
Key Bond payable by eftpos	\$100.00
Hall Bond payable by eftpos	\$100.00
Cleaning Fee payable by eftpos	\$76.00
Hire Fee	\$
TOTAL PAYMENT	\$

FURTHER ACTIONS	
Booking Officer	
Environmental Health Officer Transportation Officer Events Manager	
RS Notified	Date:
ACTION COMPLETE	Date:

Signature

Date