

APPLICATION FOR ROOM HIRE

Please submit this completed form to Belfast Community Network Reception at 710 Main North Road or email to info@belfastcommunitynetwork.org.nz or ring 323 9731 for more information.

ROOM REQUESTED

Hall (max 40)

Meeting Room (max 25)

CONTACT DETAILS

NAME OF GROUP

PURPOSE OF HIRE

NUMBER OF PARTICIPANTS

PRINCIPAL CONTACT PERSON

Full name

Postal address

Post Code

Phone: Home

Work

Cell

Email

SECOND CONTACT PERSON (optional)

Full name

Postal address

Post Code

Phone: Home

Work

Cell

Email

The above personal information is collected for the purposes of the booking registration. Under the Privacy Act 1993 it is not required by law, however, if refused it may be necessary to decline your booking request. You have the right to access any details that you have supplied.

BOOKING DAYS & TIMES

Please indicate your booking times:

DAY	STARTING DATE	MORNING	AFTERNOON	EVENING	FULL DAY
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					

REPEAT BOOKINGS

Do you require this booking during school holiday periods? YES NO

Do you require this booking during Public Holidays? YES NO

HIRE CHARGES

Please tick which description applies to your group:

	BOOKING	RATE	TOTAL
<input type="checkbox"/> Belfast Resident	Hrs @		= \$
<input type="checkbox"/> Non Profit Group	Hrs @		= \$
<input type="checkbox"/> CYF Family Group Conference	Hrs @		= \$
<input type="checkbox"/> Local (Belfast) Business	Hrs @		= \$
<input type="checkbox"/> Corporate/Commercial	Days @		= \$

DECLARATION

I am over the age of 20 years, understand that I am responsible for the hireage of the facility and intend to be present during each booking. I have read and will abide by the BCN Conditions of Hire.

SIGNATURE OF PRINCIPAL CONTACT

DATE

Office Use Only

<input checked="" type="checkbox"/>	
<input type="checkbox"/> Booking Charges checked	
<input type="checkbox"/> Access Cards allocated	Return Date _____
<input type="checkbox"/> Security Alarm Code advised	
<input type="checkbox"/> Declaration signed for Conditions of Room Hire	
<input type="checkbox"/> Booking Confirmed	Method _____
Actioned By: _____	Date _____