

Facility Booking Application Form

Please complete the form below and email to info@codc.govt.nz or deliver to your local Service Centre. Please note that the booking is not confirmed until written confirmation from Council has been made.

Main Contact Details

Name: _____ Phone: _____

Email: _____

As the appointed adult (over 18 years) I accept responsibility for the venue hire. I have received, read, and agree to the Terms and Condition relevant to the hire venue.

Signature: _____ Date: _____

Invoice Details

Name/Organisation _____

Address _____

Phone _____ Non-Profit Local Sporting Group

Bank account number (if bond required) _____

Event Details

Name of Event _____

Sports Club Local User Group Community Committee Meetings Wedding
 Funerals Ball ANZAC/ Commemorative Occasion Birthday Celebration
 Exhibition/Show/Performance Other

Details of Event _____

Estimate number of people _____ Alcohol Provided Alcohol being sold

Decorations (please detail below) Equipment to be brought in (i.e BBQ, Heating. Please list below)

Additional notes: _____

Booking Details

One off Booking Start Date: _____ Time: _____

End Date: _____ Time: _____

Ongoing Booking Start Date: _____ Time: _____

End Date: _____ Time: _____

Day of the Week: _____ Start Time: _____ End Time: _____

Day of the Week: _____ Start Time: _____ End Time: _____

Day of the Week: _____ Start Time: _____ End Time: _____

Please note the following:

- Current fees and charges can be viewed online at www.codc.govt.nz. Charges are advised prior to confirming any booking
- Please ensure that if alcohol is being provided or sold that you adhere to licensing rules and be a responsible host. For further information see www.codc.govt.nz/services/alcohol-licensing.
- Should your event present high risk, you may be required to present a health and safety plan to be approved by Council.
- Please advise immediately if you are cancelling any of your bookings. You may be charged if booking is not cancelled.

Venue Required

Please refer to maps located in the terms and conditions of each venue to outline areas described below:

- Alexandra Community Centre**
 Hall & Bar Reading Room Jordan Lounge Kitchen Crockery
 Chair hire only No. required _____ Table hire only No. required _____

- Alexandra Memorial Theatre**
 Heating Baby grand to be moved to the stage

- Alexandra Service Centre (William Fraser Building)**
 Chambers Bill McIntosh Room Alexandra Conference Room
 Tea Making Facilities Required No required _____

- Cromwell Memorial Hall**
 Hall Supper Room Kitchen Crockery No required _____

- Cromwell Service Centre**
 Chambers Tea Making Facilities Required No required _____

- Maniototo Stadium**
 Stadium Stadium toilets/changing room Stadium Trestles (locked) Chairs
 External Changing Rooms Kitchen Bar Club Rooms
 Club Room Toilets Frost Cloth

Please note If booking the Club room for weekend use during Rugby Club season (end of March through to mid August), the user contacts the Rugby Club directly to enquire if the Rugby Club are prepared to move any potential home game to the alternative venue at Gimmerburn. If the Rugby Club agree then the user notifies Ranfurly Service Centre to confirm booking.

- Molyneux Stadium**
 Stadium & Entrance Toilets Kitchen Change Room 1 Change Room 2
 Change Room 3 Change Room 4

Please note that heating in this complex is user pays. Gas ceiling heaters take tokens sold at the Alexandra Service Centre \$7 for 20 minutes. Electric wall heaters use 50c coins for 15 minutes.

- Naseby Town Hall**
 Hall Kitchen Supper Room Stage

- Ranfurly Town Hall**
 Hall Foyer Kitchen/Supper Room Back Stage and Changing Room

- Roxburgh Service Centre**
 Hall Kitchen Chambers Tea Making Facilities Required No required _____

- Roxburgh Entertainment Centre & Town Hall**
 Hall Supper Room Kitchen Theatre
 Supper Room Track Spot Lights Hall Track Spot Lights

- Wallace Memorial Meeting Room and Toilets**

- Waipiata Hall**
 Hall Supper Room

Office Use Only:

Cost of Hire: \$ _____ Bond \$ _____

Debtor No_ _____ Cleaner/Care taker notified COM file _____

Risk level assessed. If high risk contact has been made with the Council's Health & Safety Officer

Date Booking Confirmed: _____ Confirmed by: _____