

# Facility Booking Application Form

Please complete the form below and email to [info@codc.govt.nz](mailto: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 of hire.

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](http://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](http://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     Tea Making Facilities Required No. required \_\_\_\_\_
- Central Stories**  
 Meeting Room     Theatre 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    Key pick up date & time \_\_\_\_\_
- Omakau Hall**
- Ranfurly Town Hall**  
 Hall     Foyer     Kitchen/Supper Room     Back Stage and Changing Room
- Roxburgh Service Centre**  
 Hall     Kitchen     Chambers     Tea Making Facilities 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: \_\_\_\_\_