



## GYM BOOKING FORM

Please note the whole school complex and grounds is an alcohol and smokefree zone.  
Facilities are to be left clean and tidy and breakages reported. Failure to do so could incur a cost to your group.

**Dates required:** ..... **From (time):** ..... **To:** .....

**Facilities Required: (Please tick appropriate box)**

Gymnasium       Activity Suite       Changing Rooms

Name of Group: .....

Contact Person: .....

Phone No: ..... Mobile Phone: .....

Postal Address: .....

Fax No: ..... Email: .....

Purpose of hire (please give as much information as possible regarding the event, catering, cleaning, etc)

.....  
.....  
.....

Caretaker requested ..... Rules and Policy .....

Number in Group: ..... Estimated time of arrival: .....

Collection of Keys: ..... Return of keys: .....  
(Date and by whom)

**Bond required: \$100      Charge: \$300 per day / \$150 per half day (6hrs)**

**Addition Charges:**

Facilities left untidy and not cleaned	Up to \$100
Call out charges incurred for security purposes	\$50
False alarm, fire department	\$1,000

**Please contact our Sports Coordinator for ALL booking cancellations**

**If alcohol is to be served it is your responsibility to obtain a Temporary Liquor Licence from Taupo District Council; you will also need a Certified Manager.**

**I have read the Rules and Policy Sheet and agree with these conditions.**

**Signed (Hirer):** ..... **Date:** .....

**Please return to Sports Coordinator:**

Sports Coordinator, Taupo-Nui-a-Tia College, PO Box 549, 122 Spa Road, Taupo  
Phone: 07 376 1100      [sportscoordinator@taupocollege.ac.nz](mailto:sportscoordinator@taupocollege.ac.nz)