

TAUPO-NUI-A-TIA COLLEGE



HALL 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)

Hall

Hall Kitchen

Toilets

Sound/Lighting

Charges will apply

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)

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.....
.....

Caretaker requested Number in Group:

Estimated time of arrival: Collection/Return of keys

Charges for Sound/Lighting to be determined on application (minimum \$50)

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

Addition Charges:

Facilities left untidy and not cleaned - Up to \$100 / False alarm, fire department \$1,000

Call out charges incurred for security purposes \$50

Please be aware that the Hall is alarmed – please familiarise yourself with the signs

Please contact Kelly Slaven 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 College Hall Coordinator:

Kelly Slaven, Taupo-nui-a-Tia College, PO Box 549, 122 Spa Road, Taupo

Phone: 07 376 1100

kelly.slaven@taupocollege.ac.nz – Attention: Kelly