



HEATHCOTE VALLEY COMMUNITY ASSOCIATION INC.

BOOKING ENQUIRY – Casual Hire

This form is an application only. Please, complete and return to hvcc.bookings@gmail.com.
Applicants must be over 21 years of age.

EVENT DETAILS

Event Description _____

Event Date/s and Time* _____

* Please ensure that date/s and times includes provision for pack in/set up and pack down/clean out.

APPLICANT DETAILS

Booking contact

Title Mr [] Mrs [] Ms [] Miss []

Hirer name _____

Company/Organisation _____

Address _____

Postcode _____

Email _____

Phone (day) _____

(mobile) _____

Invoice contact (if different to booking contact)

Title Mr [] Mrs [] Ms [] Miss []

Hirer name _____

Company/Organisation _____

Invoice Address _____

Postcode _____

Email _____

Phone (day) _____

(mobile) _____

Type of organisation: Profit Registered Not-for-Profit Individual Other*

* If other please give details _____

VENUE REQUIREMENTS

How many people are you expecting to attend? _____

Will you charge an entry fee? Yes No

Will you be serving/selling alcohol? Yes No

Will you require a cleaning service after the event? Yes No

Are you currently member of the Heathcote Valley Community Association? Yes No

* Yearly subscription fees apply. Please, contact community centre staff for details.

NOTE 1: This booking is not guaranteed until a written confirmation is issued by Heathcote Valley Community Centre. For functions or events, 25% deposit payment is required in advance of the date of your booking. A bond of \$100 may be charged in addition to hire fees. The bond refund will be arranged after the event or will be deducted from the final invoice if conditional upon the terms and conditions of hire being met.

NOTE 2: All set up and pack down of the community centre spaces is responsibility of the hirer. The furniture must be stored after use. See centre staff for details.

Date of Application _____ Applicant Signature _____

**To request your booking please complete, sign and, return this form to:
Heathcote Valley Community Centre. 45, Bridle Path Road. 8022 Christchurch.
hvcc.bookings@gmail.com**

Office Use Only

Room hire rate _____ per _____
Cleaning if applicable _____
Bond is applicable _____
Other charges is applicable _____
Deposit to be invoiced _____
Catering _____
Approved _____
Date _____