



HEATHCOTE VALLEY COMMUNITY ASSOCIATION INC.

BOOKING ENQUIRY – Regular Hire

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

APPLICANT DETAILS

Booking contact

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

Hirer name _____

Company/Organisation _____

Position _____

Address _____

Postcode _____

Email _____

Phone (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 _____

For Tutors Only - What type of qualifications do you hold for the course you are teaching?

CLASS OR ACTIVITY DETAILS

* As a courtesy to other users, we ask all tutors to please finish and vacate the room either on or before allocated time booked.

Class or Activity 1

Class or Activity Name _____

Class or Activity Description _____

Regular hire from (date) _____ to (date) _____ between (times*) _____ and _____

* As sometimes the room can be booked back to back, please include provision for set up and pack down/clean up.

Day of the week _____ General age group _____

Does your activity run on Public Holidays? Yes No

Does your activity run on School Holidays? Yes No

How many people are you expecting to attend? _____

Class or Activity 2

Class or Activity Name _____

Class or Activity Description _____

Regular hire from (date) _____ to (date) _____ between (times*) _____ and _____

* As sometimes the room can be booked back to back, please include provision for set up and pack down/clean up.

Day of the week _____ General age group _____

Does your activity run on Public Holidays? Yes No

Does your activity run on School Holidays? Yes No

How many people are you expecting to attend? _____

Class or Activity 3

Class or Activity Name _____

Class or Activity Description _____

Regular hire from (date) _____ to (date) _____ between (times*) _____ and _____

* As sometimes the room can be booked back to back, please include provision for set up and pack down/clean up.

Day of the week _____ General age group _____

Does your activity run on Public Holidays? Yes No

Does your activity run on School Holidays? Yes No

How many people are you expecting to attend? _____

NOTE: This booking is not guaranteed until a written confirmation is issued by Heathcote Valley Community Centre. A bond of \$100 may be charged in addition to hire fees. The bond refund will be refund after the event or will be deducted from the final invoice if conditional upon the terms and conditions of hire being met. First bookings may be charged in advance. Once established, all regular hirers are billed monthly.

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 _____

Approved _____ Date _____