25-PRO-0254

Facility hire request form

Auckland Council
Te Kaunihera o Tāmaki Makaurau

CENTRE: Pick a centre

Type of event or function:

Expected number of participants: **Expected number of spectators:**

Facility: (Please refer to **aucklandleisure.co.nz/hire-a-venue/** for information on hire facilities available at each venue and enter requirements below).	**Date:**	**Time:** (start and finish)* **Must include setup and pack-down times.*

Additional requirements i.e. tables, chairs, BBQ: (additional costs may apply to some items):

Is this a recurring booking? Yes ☐ No ☐

If 'Yes' please indicate below the start and end dates and the recurring schedule required:

GROUP DETAILS

Name of group: **Designation of contract:**

Group physical address:

Group postal address: ☐ (tick if same as above)

Group phone:

Group email:

ON-SITE CONTACT DETAILS

Name: **Date of birth:**

Address: **Suburb:** **Post code:**

Phone (h): **Phone (m):** 1.) 2.) **Phone (w):**

Email:

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I would like to receive marketing and promotional communications ◯ Yes ◯ No

IMPORTANT: By signing this Booking Request Form, you acknowledge that:
- You have read and understood the terms of this Agreement including the General Terms and Special Conditions
- You are at least 18 years old and have the authority to accept this agreement on behalf of the Hirer

Print name:

Signature: **Date:**

OFFICE USE

Staff member taking the booking request:

Signed: **Date:**

Booking entered into system: ☐

Booking number: