

Facility hire request form

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 contact:

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:



I would like to keep up to date with related programmes, news and events from Auckland Council Pools and Leisure.

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:

