

FIRMIN LODGE BOOKING APPLICATION

Event Definition:

A public gathering of people for celebratory, educational, commemorative or exhibition purpose that is distinctly defined. It occurs for a limited time and may be repeated on a cyclical basis (e.g.: annually), but is not regularly scheduled (e.g.: regular organised Saturday sport, a series of regular meetings, or on-going gallery or commercial art exhibitions). Conferences are also considered to be events.

Please complete this form and clearly fill in all details of your event. If you have any questions please contact the Kawerau District Council.

For more information visit our website <http://www.kaweraudc.govt.nz/AdventureHub>

HIRER'S DETAILS

Name:			
Organisation:			
Address:			
Telephone No:		Mobile:	
Email:			
Is your booking related to an event? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Normal Arrival Time: 14.00hrs		Departure Time: 10.00hrs	
<i>(Please Note: Arrival or departure's outside of normal times incur extra charges at the casual rate)</i>			

BOOKING DETAILS

Overnight Bookings: Number of Nights (please state):			
Arrival Date:	Time:	Departure Date:	Time:
<i>Type of Booking (please tick)</i>			
<input type="checkbox"/> Small Occupancy (minimum x2 dorms)		Additional Rooms (please state):	
<input type="checkbox"/> Shared Occupancy (x4 dorms & Parent dorm FREE)		Additional Rooms (please state):	
<input type="checkbox"/> Sole Occupancy (10 dorms)			

Casual Bookings (Main Hall & Kitchen Only)		<i>Please Note: Overnight stays not permitted</i>	
Number of Hours (please state):			
Date:	Arrival Time:	Departure Time:	

Do you have a Risk Management Plan for this Event? Yes / No
--

PLEASE READ THE PRIVACY STATEMENT AND CONDITIONS OF HIRE

Privacy Statement

The information provided when booking or using a Council facility will be used to correctly identify and to contact the person or organisation responsible for booking the facility. It may also be released to an external agency for the purposes of maintaining an "Events Calendar" for Kawerau.

Kawerau District Council administration and customer services staff have access to this information.

Under the Privacy Act 1993, you have a right of access to personal information about you held by the Kawerau District Council and you are also entitled to request information about you to be corrected.

I have read and understand the attached conditions and accept that the Kawerau District Council is not responsible for injury or claims to persons or property, arising from our hire of any of Council's facilities.

I confirm that I have read and understand the Conditions of Hire and the Privacy Statement and consent to its use in the matter outlined in the Privacy Statement.

Hirer's Signature

Date

OFFICE USE ONLY

Date Received:		Bond Form Completed: Yes / No / Held
Date Confirmed/Acknowledgement Sent:		Calendar Booked: Yes / No
Service Requests & Copies to: DS, EO, CSO, PRO, ISCL Security, Facility Custodian, Pools		Yes / No

CHECKLIST

Completed application & booking received	<input type="checkbox"/>	Confirmation letter & invoice to applicant	<input type="checkbox"/>
Facility booking & invoice completed	<input type="checkbox"/>	SR to internal staff – event confirmed	<input type="checkbox"/>

KAWERAU DISTRICT COUNCIL, PRIVATE BAG 1004, KAWERAU 3169
TELEPHONE: (07) 306 9009 FACSIMILE (07) 323 8072
www.kaweraudc.govt.nz