

Hire at the Glenfield Community Centre does **NOT** automatically roll over into the next calendar year, nor does GCC guarantee the renewal of any existing hire arrangements.

This document is not a Hire Agreement; it is an *Expression of Interest/Booking Request* only. On acceptance of your booking a separate Hire Agreement will be issued for your signature and a letter will be sent confirming the agreed details and any specific terms and conditions for hire. In the interest of maximizing room utilisation GCC will take into account all requests received at the cut-off date. Late requests will only be considered once all others have been finalised.

Please read this and all supporting documentation carefully, complete this document IN FULL and return to us by either email or by handing it in to the office **by 3pm Friday 18th November 2016**. (This PDF may be completed electronically). Incomplete forms will be passed over and dealt with after all others have been scheduled. Telephone requests will not be taken.

Please ensure you read and understand all the information supplied and take note of the new policies.

USE BLOCK CAPITALS and PLEASE PRINT CLEARLY
Complete every question

- Group/User Name: (name to be used on website/newsletter/daily board)
- Which ethnic group do you primarily serve/identify with*?
- Nature of Activity: (e.g. Exercise Class/Prayer Group)

(*This information must be completed as it forms part of mandatory reporting requirements to Council and helps us place you in a suitable room)

Please indicate the category below that best describes your group*:

- | | | |
|---------------------------------------|---------------------------|-------------------------|
| 1) Physical Health & Wellbeing | d.Plunket | 6) Other meetings |
| a.Physical/ Recreation/ Exercise | e.Youth | a.Business meetings |
| 2) Mental Health & Wellbeing | 4) Other special interest | b.Community Meetings |
| a.Drug, Alcohol or smoking prevention | a.Language classes | c.Training & workshops |
| b. Relaxation, meditation | b.First aid | d.Conference & Seminars |
| c. Alternative medicine, nutrition | c.Cooking | e.Commercial Users |
| d. Counselling Services | d.Older people groups | 7) Private events |
| 3) Early Childhood / School groups | e.Computer classes | f. Birthdays/Parties |
| a.Playgroups | f. Migrant and refugees | g.Funerals / weddings |
| b.Early Childhood | 9) Arts & Cultural Events | 8) Religious/ Spiritual |
| c.After school / holiday | d. Music/concert | |

- Day of the week required:Mon /Tue /Wed /Thu /Fri /Sat /Sun (check applicable)
- First day of hire:DD..... / ...MMM..... / 2017 (GCC is CLOSED 9-15 January inclusive)
- Last day of hire:DD..... /MMM.... / 2017
- Time Required: **From:**HH:MM..... **am/ pm** **To:**HH:MM..... **am/ pm**
 (if you need additional time to set up before your participants arrive and pack down after they leave **book an extra hour** – It is not acceptable to book a time then expect to arrive 15/30 minutes beforehand to set up. **Room hire is WITHIN the times booked and being paid for. Bookings must be in increments of one hour** but may commence on the hour or half hour. i.e. 10am-3pm or 5.30pm-8.30pm)
- Any particular room preference? (not guaranteed and please be advised your group may be moved to another space at any time if in the best interest of room availability): **Room #**
- Will you be using your room during all school holidays?**Yes**/.....**No** (check one)
- (If applicable) Will you be using your room if the date falls on a public holiday?**Yes**/**No** (check one)
- Bearing in mind room capacities, what is the expected/maximum number of people in your group?
- Name of person responsible for hire (you):
- Email address:
- Telephone number/s: Will **you** be on site?YES /NO
- (additional information):
 Please use separate page if requirements do not fit on this form
- **Signed:** **Date:**