

BOOKING REQUEST HIRE AGREEMENT

1 January – 31 December

2021

PARTIES TO THIS AGREEMENT:

This agreement is between the Hirer, henceforth referred to as the "User", "Hirer" or "Group", and the Glenfield Community Centre Incorporated, henceforth referred to as the "Community Centre", "Centre", or "GCC".

Please note: a letter will be sent accepting or confirming your booking, and advising any additional specific terms and conditions of hire relevant to your booking.

HIRER TO COMPLETE

Nature of Activity: (This information must be completed as it forms part of mandatory reporting requirements to Auckland Council).

PLEASE CIRCLE APPLICABLE:

- 1) Physical Health & Wellbeing
 - a. Physical/ Recreation/ Exercise
- 2) Mental Health & Wellbeing
 - a. Drug, Alcohol or smoking prevention
 - b. Relaxation, meditation
 - c. Alternative medicine, nutrition
 - d. Counselling Services
- 3) Early Childhood / School groups
 - a. Playgroups
 - b. Early Childhood
 - c. After school / holiday
 - d. Plunket
 - e. Youth
- 4) Other special interest
 - a. Language classes
 - b. First aid
 - c. Cooking
 - d. Older people groups
 - e. Computer classes
 - f. Migrant and refugees
- 5) Government meetings
 - a. Local & Central government meetings
 - b. Election polls,
 - c. Public speaking
- 6) Other meetings
 - a. Business meetings
 - b. Community Meetings
 - c. Training & workshops
 - d. Conference & Seminars
 - e. Commercial Users
- 7) Private events
 - a. Birthdays/Parties
 - b. Funerals / weddings
 - c. Markets
 - d. Fair/Gala
 - e. Fundraising
 - f. Filming
- 8) Religious/ Spiritual
- 9) Arts and Cultural Events
 - a. Production / performance
 - b. Art & Craft class
 - c. Cultural /ethnic event
 - d. Music/concert

Please PRINT

Group/Hirer Name:

Expected number of participants:..... (for appropriate room designation)

Room Preference:

Times required: In:..... Out:.....
(Increments of 1 hour only)

Kitchen Hire – sole use/private
(8.30am-3pm Mon-Fri only)

Tea Trolley Required (refer page 9)
(\$5 per hire day - GCC office hours only)

Casual Hire

Day, Date required:
Mo/ Tu / We / Th / Fr / Sa / Su / Various through 2021

Regular Hire Day required:

Start Date: ____ / ____ / 2021 ~

End Date (last day of hire): ____ / ____ / 2021

Will you be using your room during public holidays?Yes /No

Will you be using your room during school holidays?Yes /No

OFFICE USE ONLY:

Key:
Rm.....#.....

\$

Name of Person Responsible for Hire:

Address:

Email Address:

We subscribe all Centre Users to the e-newsletter. You have the option to unsubscribe at any time.

Mobile Number: Landline:

Name of person who will be on site and in charge of group **if different from above:**

This person's contact mobile number: and

Email address:

How did you hear about us? GCC Website Facebook
 Have Hired Before Google Search Council Website
 Word of Mouth Other

I agree to the Terms and Conditions of Hire, the Cancellation and Payment Policies and Emergency Evacuation Schedule

Signed: Date: