GLENFIELD Community Centre

96 Bentley Ave, Glenfield, Auckland 0629
T: 09 444-5023 | E: office@gcc.net.nz
www.gcc.net.nz

BOOKING REQUEST HIRE AGREEMENT

1 January – 31 December **2025**

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: *an email will be sent accepting or confirming your booking and advising any specific terms and conditions of hire relevant to your booking.*
GCC uses the SKEDDA Booking System ***(in-house only*** *at this time): https://support.skedda.com/en/collections/37147-legal*

Nature of Activity:
PLEASE TICK APPLICABLE:

1) [ ] Arts & Cultural Events
2) [ ] School /Early Childhood
3) [ ] Fitness/Sports & Recreation
4) [ ] Government meetings
5) [ ] Meetings
6) [ ] Private events
7) [ ] Other special interest

HOW DID YOU HEAR ABOUT US?
PLEASE TICK APPLICABLE:

[ ] GCC Website
[ ] Facebook
[ ] Have Hired Before
[ ] Google Search
[ ] Council Website
[ ] Word of mouth
[ ] Other:.....

Group Name:

Expected # of participants: **Room Preference** (if any):

Do you have a SKEDDA booking account? "Yes or No"

[ ] **Casual Hire: Date/s required**:.....

[Mo], [Tu], [We], [Th], [Fr], [Sa], [Su], or Various through 2025 [ ]

Times required: **In:** **Out:**
(increments of 1 hour only on o'clock or half hour only)

[ ] **Regular Hire:** [Mo], [Tu], [We], [Th], [Fr], [Sa], [Su]

Start Date: **2025**

End Date: **2025** **(last day of hire)**

Times required: **In:** **Out:**
(increments of 1 hour only on o'clock or half hour)

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

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

If requirements don't fit neatly into above boxes complete what you can & email specific details

[ ] **Sole use** Kitchen Hire ***(8.30am-3.00pm Mon-Fri only)*** $25/hour

Name of Person Responsible for Hire: (invoice to go to)

Email Address:

Physical Address: **Post Code:**

Mobile Number: **Landline:**

Name of Person who will be on site and in charge of group: (if different from above)

This person's email address: Phone #:

I agree to the Terms and Conditions of Hire, the Cancellation Policy, the use of my Skedda Account or the creation of one for booking system purposes, and to make payment.

Signed: **Date:**