



Facility Booking Form

Date Facility Required: _____ **Booking Clerk:** _____

Name of Organisation / Individual:

Purpose / Nature of Booking:

Contact Person:

Phone:

Mobile:

Email address:

Postal address:

Booking Time (min. 2 hours) FROM:

TO:

Event Time: FROM:

TO:

Notes:

* The hireage of Sound / Data is for equipment only. You will require the service of a technician, we recommend you contact Caleb Houlbrooke at support@dantech.nz.

I/We confirm that I/we have read, understood and agree with the terms of hireage for the above facility/ies.

Signed:

Date:

Refundable Key & Cleaning Bond @ 25%: \$

Key & Code:

Pick up key date:

Church Calendar:

Xero'd:

Invoice #:

Date Booking received:

Facility Area/s required

(minimum hireage 2 hours • 20% discount after 4 hours)

Area	Hours	\$ Per hour (GST excl)	Sub Total	Details
Auditorium		80		
Cleaning		25		

Foyer / Cafe		25		
Cleaning		25		

Kitchen		70		
Cleaning		25		
Orientation			Contact:	

Hall		35		
Cleaning		25		
Sound / Data Equipment Only*		50/half day		

Lounge One / Creche		20		
Cleaning		20		

Lounge Two		30		
Cleaning		25		

Entire Facility		220		
Cleaning		25		
Sound / Data Equipment Only*		50/half day		

Balance:	\$
Booking Fee	\$50.00
GST:	\$
Total:	\$