

USE OF VENUE (Booking Enquiry Form)

Contact and Booking Details

Contact Person (Keyholder): _____ Phone No. _____

Email Address: _____

Date of Booking: _____ Time: From _____ to _____

Facilities cannot be booked past 11.00pm

Is this a reoccurring event YES/NO Frequency _____

Description of Event:

Rooms being requested (please tick):

Rata Room Kowhai Lounge Upstairs Kitchen Kauri Room

Rimu Room (both spaces) Rimu Room 1 Rimu Room 2

Additional Equipment Requested:

Sound Desk in Rata Room Mounted Projectors (own laptop required)

Sound System in Kowhai Lounge Microphones, stands, music stands (qty)

NOTE: Use of Sound System/Projection does require an experienced operator.

A Booking Sheet will be sent once the booking has been confirmed.