

VENUE & EQUIPMENT BOOKING FORM

Details of Hirer:

Organisation\Name:.....

Client Group:

(Tick one) School/EC Community Commercial/Tertiary Youth Group

Contact Name:.....

Billing Address:.....

Purchase Order No.:(if any)

Telephone Number/s:.....Mobile Contact

Email Address:.....

Venue required:

Rangitumau Room Pukeatua Room Aorangi Room
 (Tick one) **MTLT Education Centre The Spot Back Castlepoint Ed Centre**

| Date/s Required | Start Time | Finish Time | Equipment | Consumables |
|-----------------|------------|-------------|---------------|---------------|
| | | | Specify Below | Specify Below |
| | | | Specify Below | Specify Below |
| | | | Specify Below | Specify Below |

Equipment Required: **Data projector Internet connection Laptop**
Consumables Tea / Coffee (Number of people.....)

Equipment/Special instructions or requests:.....

I/We confirm that I/we have read and accept the Terms and Conditions of Hire. **Yes**
 I/We accept that there is a call-out fee of \$50 to issue a key out of hours. **Yes**

Signed:.....Dated.....

NB: Adding your name indicates you have signed this form

For REAP office use only:

| Booking Taken By | Calendar Updated | Invoiced | No Charge Authorisation |
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