

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