

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

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

Equipment Required: TV 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.

I/We accept that there is a call-out fee of \$50 to issue a key out of hours.

Yes

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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REAP House, 340 Queen Street, PO Box 442,
MASTERTON 5840

Ph 06 377 1379 Fax 06 377 1378 0800 WAI REAP
www.reapwairarapa.nz reception@reapwairarapa.nz