

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. 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