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| **MANGERE CENTRE PARK SPORTS ASSOCIATION INC.** |
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| **APPLICATION FOR HIRE OF PREMISES** |
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| 1. Person or organisation making application (i.e. taking responsibility for this hire):
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| 1. Contact Details:
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|  Contact Name: Phone: |
|  Address:  |
|  Email: |
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| 1. Full Description of Event:
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| 1. Date and Time Required:
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| 1. Start Time: Finish Time:
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| 1. Additional Times (for set up and pack down)
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| 1. Full Description of areas required :
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|  Lounge – Upstairs: Downstairs: |
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|  Kitchen: Upstairs Kitchen for serving only |
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|  Bar: |
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|  Toilets: Upstairs and Downstairs side toilets |
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| 1. Full Description of Catering Requirements or arrangements:
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| 1. Bar Requirements : See Bar Manager for On-License
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|  Bar Opens: Bar Closes: |
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|  Type of Service; |
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|  Dry Till? |
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|  Scale of Charges: |
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|  Licence Needs: |
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| 1. Set Up Arrangements:
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| 1. Any Special requirements:
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| 1. Costs:
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| 1. Room Hireage:$50/hrs plus gst
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| 1. Licence Fee: See Bar Manager
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| 1. Caretaker : If required to be on site than to be arranged as extras
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| 1. Cleaning: $100 plus gst
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| 1. Refundable Bond:$200.00 plus gst
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| 1. Deposit Paid: 50% of total hire at time of confirmation:
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| 1. Full Payment 14 days before hire:
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| 1. Any other special condition charges:
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|  Total Payable:$A+C+D+E+H |
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|  Final Payment: |
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|  Payable By:  |
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| **Terms and Conditions.** |
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| 1. All patrons must vacate the venue by the agreed end hire time. For night events the venue is not hired beyond midnight and needs to be vacated by then.
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| 1. The Premises must be left clean of all rubbish and free of any damage when vacated. The site cleaner will sweep and mop the hall, clean toilets and the hallway.
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| 1. All rubbish must be removed from the premises by Hirer.
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| 1. Cancellation less than 30 days prior to the event will result in loss of deposit.
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| 1. Deposit must be paid at time of confirmation;
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| 1. Full payment must be made 14 days prior to the event.
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| 1. No Food or Drink is to be brought on the Premises without express approval.
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| 1. Note: Premises are NON SMOKING and a penalty will apply for breaches.
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| 1. All children must be supervised at all times.
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| 1. MCPSA Management reserves the right to refuse entry to any person or persons who do not comply with acceptable standards of dress or who undertake offensive or unacceptable behaviour or fail to comply with requirements of the Sale of Liquor Act.
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| 1. The following special conditions shall apply:
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| 1. Limited Carpark in fenced Area
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| 1. All overflow cars to be parked on Robertson Rd Carpark
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| 1. Security – It is the hirers responsibility to provide security guards for their events. MCPSA does not take responsibility for any event where this is not provided by the hirer.
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| 1. Other conditions to add:
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| I……………………………………….do hereby agree to the Terms and Conditions of this booking as set out above, and understand that failure to abide by these terms and conditions will result in forfeiture of the BOND. The Club reserves the right to determine the suitability of me hiring the premises again. |
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| Signature of Hirer: Date: |
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| Booking received by the MCPSA : Date: |
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| Booking accepted and confirmed by MCPSA: Date: |
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| Approved by MCPSA Official - Name:  |
|  |
| Signature: |