

CLUBROOMS HIREAGE FORM



Name _____ Contact Number: _____

Business (if applicable) _____

Address _____

Email address for invoice _____

Date & Times Required _____

Reason for hire _____

Hireage Required (See below) : a. b. c. (Please tick one)

Signature _____ Date _____

(by signing you are agreeing to the following terms and conditions)

Terms and Conditions:

- 1 The booking fee (as per below) is to be paid at least 7 days prior to the booked dates unless otherwise agreed.

a. CLUB ROOM / TOILETS:	\$300 (excl.)
b. CLUB ROOM / TOILETS / AUDIO & VIDEO / KITCHEN:	\$400 (excl)
c. CLUB ROOM / TOILETS / AUDIO & VIDEO / KITCHEN / BAR:	\$500 (excl)
- 2 Fee is to be paid into the club's bank account:
Ngatapa RASC – ANZ: 06 – 0637 – 0260942 – 00
(Please use your name and 'club hire' as reference)
- 3 Should the event be cancelled, the fee will be refunded in full.
- 4 The premises and contents must be respected at all times and are to be left in the same condition as they were found.
- 5 The opening up and closing of the Club will be at an agreed time that suits both the hirer and the Ngatapa Club.
- 6 Any damage will be reported to the Ngatapa Club and will be paid for by the hirer (person listed above on this form).
- 7 Any items missing after the event will be charged to the hirer.
- 8 If any additional cleaning is required post event, the hirer will be liable for the cost.

Please email completed form to: ngatapasportsclub@xtra.co.nz