



# MEMORIAL HALL HIRE BOOKING DETAILS & APPLICATION FORM

## APPLICANT DETAILS

Event name	
Contact person	
Phone/mobile	
Email	

## HIRE DETAILS (SEE NEXT PAGE FOR OPTIONS)

Purpose of booking	Private	Public		
Room/Packages required				
Date required	START	END		
Time required	START	am/pm	END	am/pm

## INVOICING AND BONDS (BOND REFUNDS CAN ONLY BE MADE TO A BANK ACCOUNT)

Name/Organisation	
Address	
Phone	
Email	
GST number (if applicable)	
Bank Account	

## AUTHORITY

I acknowledge that I have read and understand the Terms of Hire and agree to abide by these conditions.  
I acknowledge that Kaikōura District Council has the right to decline this application and that **this booking is not confirmed until the bond is paid in full.**

Name	
Date	
Signed	



# MEMORIAL HALL HIRE BOOKING AND PACKAGE PRICES

PLEASE STATE WHICH ROOM(S) YOU REQUIRE ON THE BOOKING FORM ON PAGE ONE

- Please indicate whether half or full day is required
- Please indicate if your event will have alcohol served

NOTE: The maximum occupant loading for Memorial Hall is 450 people total. The Supper Room permits 90 people

## SUPPER ROOM

	Half Day	Whole Day	Bond
Room only (fee includes hire of chairs and tables)	\$50	\$100	\$200
Room, projector and screen package (PACKAGE ONE)	\$150	\$200	\$400
Function will have alcohol served?		YES	\$400

## MAIN HALL

	Half Day	Whole Day	Bond
Main Hall only (fee includes hire of chairs and tables)	\$150	\$300	\$200
Main Hall & sound equipment package (PACKAGE TWO)	\$200	\$350	\$400
Main Hall & microphone only package (PACKAGE THREE)	\$250	\$400	\$500
Main Hall, projector & screen (PACKAGE FOUR)	\$300	\$450	\$500
Main Hall, projector, screen & microphone (PACKAGE FIVE)	\$350	\$500	\$500
Function will have alcohol served		YES	\$600

## ADDITIONAL CHARGES

	Hire fee	Bond
Handheld microphone	\$50	\$0
Wireless headset microphone	\$100	\$0

## ADDITIONAL EQUIPMENT AVAILABLE FOR HIRE

	Half Day	Whole Day	Bond
Portable projector screen	\$60	\$120	\$100
Portable data projector	\$20	\$40	\$40
Chairs - 80cm H x 50cm W (per chair per day)	\$0	\$1	\$50
Trestle table - 3m x 83cm (per table per day)	\$0	\$5	\$50
Round table - (per table per day)	\$0	\$5	\$50

Payment can be made online by bank transfer to 'Kaikōura District Council', account number **02-0856-0011698-000**. Please use your name and 'Memorial Hall hire' as your reference.