

MEMORIAL HALL HIRE

ROOMS/EQUIPMENT AND PACKAGE PRICES

PLEASE STATE WHICH ROOM(S)/EQUIPMENT 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 (fee includes hire of chairs and tables)	\$55	\$105	\$200
Room, projector and screen package (PACKAGE ONE)	\$155	\$210	\$400
Supper Room bond for function with alcohol			\$1000

MAIN HALL

	Half Day	Whole Day	Bond
Main Hall only (includes chairs, tables and Supper Room) (PACKAGE ONE)	\$160	\$320	\$400
Main Hall & sound equipment package (PACKAGE TWO)	\$250	\$400	\$400
Main Hall & microphone only package (PACKAGE THREE)	\$210	\$360	\$400
Main Hall, projector & sound/microphone (PACKAGE FOUR)	\$310	\$450	\$400
Main Hall bond for function with alcohol			\$1000
Upstairs meeting room (not included in PACKAGE ONE)	\$35	\$70	-

ADDITIONAL EQUIPMENT

	Hire fee	Bond
Handheld microphones (wireless) x2 available	\$55	-
Headset microphones (wireless) x2 available	\$105	-
Chairs - 80cm x 50cm (per chair per day) x 300 available	\$1	\$50
Trestle table - 3m x 83cm (per table per day) x 9 available	\$5	\$50
Round table - (per table per day) x 30 available	\$5	\$50

CIVIC CENTRE

	Hourly	Bond
Tawa Room (Level 2)	\$25.00	-
Matariki Room (Library, Level 1)	\$25.00	-

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.

MEMORIAL HALL HIRE BOOKING DETAILS & APPLICATION FORM

APPLICANT DETAILS		
Event name		
Contact person		
Phone		
Email		
HIRE DETAILS (SEE NEXT PAGE FOR OPTIONS)		
Purpose of booking	Private / Public Estimated number of attendees _____	
Room/Packages required		
Date required	START	END
Time required	START	END
INVOICING AND BONDS (BOND REFUNDS CAN ONLY BE MADE TO A BANK ACCOUNT)		
Name/Organisation		
Address		
Phone		
Email		
GST number (if applicable)		
Bank Account <i>Required for all bookings, including fee waivers</i>		
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		