

# St Andrews Centre Booking Form

Contact: Anne Bailey-Green, Ph.: 235-2238, PO Box 140, Waiuku 2341  
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1. The Booking Form and where applicable, the Conditions of Hire Agreement, must be completed, and the Total Hire Fee paid at the time of confirmation of the booking.
2. For the Lounges and Meeting Rooms, charges shown are per timeslot as follows
  - Morning 9.00 am – 12 pm
  - Afternoon 12.30 pm – 5.00 pm
  - Evening 5.30 pm – 11.00pm
3. Audio Visual equipment is to be operated only by Centre staff.
4. The Hire Fee includes use of kitchen for morning tea, afternoon tea, or supper.
5. A Bond of \$500 is required at time of booking, unless the organisation is a local 'not for profit' organisation.

## Hirer's Details

<b>Name of Hirer:</b>	<b>Contact phone:</b>
<b>Address:</b>	<b>Mobile:</b>
<b>Email:</b>	<b>Booking Date/s:</b>

## Facilities Required

Facility	Cost (incl GST)	Please <input type="checkbox"/> facilities required	Booking Cost
Auditorium full day	\$160.00		
Audio visual equipment (per hour)	\$25.00		
Private use, eg music teaching (per hour)	\$50.00		
Lounge 1	\$50.00		
Lounge 2	\$50.00		
Lounges 1 & 2	\$70.00		
Meeting Room 1	\$50.00		
Meeting Room 2	\$50.00		
Meeting Rooms 1 & 2	\$70.00		
Bond	\$500.00		
Kitchen for full catering	\$50.00		
<b>TOTAL HIRE FEE</b>			
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Signature of hirer: \_\_\_\_\_

Date: \_\_\_\_\_