

# BOOKING ENQUIRY – Casual Hire 2017

This form is an application only. Please complete and return to [admin@mpcc.org.nz](mailto:admin@mpcc.org.nz)  
Applicants must be over 20 years of age



## Part 1: Event Details

Name of Hirer \_\_\_\_\_

Event Description \_\_\_\_\_

Event Date/s and Times\* \_\_\_\_\_

\*Please ensure event date/s and times include provision for pack in/ set up and pack out/ clean up.

## Part 2: Applicant Details

### Booking Contact

Title  Mr  Mrs  Ms  Miss

Hirer Name: \_\_\_\_\_

Company/Organisation \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Email \_\_\_\_\_

Phone (day) \_\_\_\_\_

(mobile) \_\_\_\_\_

### Invoice Contact (if different to Booking Contact)

Title  Mr  Mrs  Ms  Miss

Invoice contact: \_\_\_\_\_

Company/Organisation \_\_\_\_\_

Invoice Address \_\_\_\_\_

Postcode \_\_\_\_\_

Email \_\_\_\_\_

Phone (day) \_\_\_\_\_

Mobile \_\_\_\_\_

Type of Organisation:  Profit  Registered Not-for-Profit  Individual  Other\*

\*If Other please give details: \_\_\_\_\_

## Part 3: Venue Requirements

Please tick rooms required:

Hall

Atrium

Kitchen

Front Room

Activity Studio

Meeting Room

1. How many people are you expecting to attend? \_\_\_\_\_

2. Will you charge an entry fee?  Yes  No

3. Will you require catering?  Yes  No

4. Will you be serving/ selling alcohol?  Yes  No

5. Is your total catering cost including beverage likely to be over \$1,000?  Yes  No

6. Have you donated \$100 or over to the SponsoraSquareFoot campaign before 31 December 2016?  
 Yes  No

7. Are you a current member of the MPCC Residents' Association?  Yes  No

NB: Only those residing in Mt Pleasant may become a member of the resident's association, yearly subscription fees apply.  
Contact centre staff for details.

NOTE: This booking is not guaranteed or confirmed until written confirmation is issued by Mt Pleasant Centre.  
**For functions and events, 25% deposit payment is required in advance** of the date of your booking. A bond of \$250.00 may be charged in addition to hire fees. The bond refund will be arranged after the event or will be deducted from the final invoice and is conditional upon the terms and conditions of the hire being met.

\*NB: All set up and pack down of rooms is the responsibility of the hirer. The default set up of the Hall is a clear floor space, with only the piano and one table in the room. All other furniture must be stored after use, see centre staff for details.

Date of application: \_\_\_\_\_ Applicants Signature: \_\_\_\_\_

To request your booking please complete sign and return this form to:  
 Mt Pleasant Centre, 3 McCormacks Bay Road, Christchurch 8081  
 Contact: (03) 384 1656 admin@mpcc.org.nz

**Office Use Only**

|                             |                               |                             |       |
|-----------------------------|-------------------------------|-----------------------------|-------|
| Room hire charge            | _____                         | per                         | _____ |
| Cleaning if applicable      | _____                         | Security if applicable      | _____ |
| Bond if applicable          | _____                         | Staff                       | _____ |
| Other charges if applicable | _____                         |                             |       |
| Deposit to be invoiced      | _____                         |                             |       |
| Approved                    | _____                         |                             |       |
| Catering                    | _____                         |                             |       |
| Booking Initiated by        | <input type="checkbox"/> MPCC | <input type="checkbox"/> MF | _____ |
|                             | _____                         |                             |       |