

BOOKING ENQUIRY – Regular Hire 2017

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



Part 1: Applicant Details

Booking Contact

Title Mr Mrs Ms Miss

Name: _____
Company/Organisation _____
Position _____
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 _____

Type of Organisation: Profit Registered Not-for-Profit Other* _____

For Tutors Only - What type of qualifications do you hold for the course you are teaching?

Part 2: Class or Activity Details

**As a courtesy to other users, we ask all tutors to please finish and vacate the room either on or before allocated time booked. Usually on the hour or ½ hour. Minimum booking charge of one hour applies to all bookings.*

Class / Activity 1

Activity or Class Name _____

Activity or Class Description _____

- Hall Atrium Kitchen
 Front Room Activity Studio Meeting Room

Regular hire from (date) _____ to (date) _____ between (times*) _____ and _____

**As sometimes rooms can be booked back to back, please ensure times booked include provision for set up and pack out/ clean up.*

Day of the week: _____ Does your activity run on Public Holidays? Yes No

Does your activity run during School Holidays? Yes No

General Age Group: _____ How many people are you expecting to attend? _____

Class / Activity 2

Activity or Class Name _____

Activity or Class Description _____

- Hall Atrium Kitchen
 Front Room Activity Studio Meeting Room

Regular hire from (date) _____ to (date) _____ between (times*) _____ and _____

**As sometimes rooms can be booked back to back, please ensure times booked include provision for set up and pack out/ clean up.*

Day of the week: _____ Does your activity run on Public Holidays? Yes No

Does your activity run during School Holidays? Yes No

General Age Group: _____ How many people are you expecting to attend? _____

Class / Activity 3

Activity or Class Name _____

Activity or Class Description _____

- Hall Atrium Kitchen
 Front Room Activity Studio Meeting Room

Regular hire from (date) _____ to (date) _____ between (times*) _____ and _____
**As sometimes rooms can be booked back to back, please ensure times booked include provision for set up and pack out/ clean up.*

Day of the week: _____ Does your activity run on Public Holidays? Yes No

Does your activity run during School Holidays? Yes No

General Age Group: _____ How many people are you expecting to attend? _____

- | |
|--|
| 1. Will you require catering? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, please skip the questions below.</i> |
| 2. Is your total catering cost including beverage likely to be over \$1,000? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. Have you donated \$100 or over to the SponsorsSquareFoot campaign before 31 December 2016?
<input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Are you a current member of the MPCC Residents' Association? <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>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.</i> |

Note: This booking is not guaranteed or confirmed until written confirmation is used by Mt Pleasant Centre.
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 next invoice and is conditional upon the terms and conditions of the hire being met. First booking/s may be charged in advance. Once established all regular hirers are billed monthly.

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	_____	Deposit	_____
Bond if applicable	_____	Staff	_____
Date	_____	Date	_____