



CENTRE STAGE (TAUPO) INC.

2 MATAI ST, P O BOX 480, TAUPO

Telephone: 07 3787969

Email: centrestage.taupoinc@gmail.com

Hall Hire Application – Non Commercial

Name:			
Address:			
Phone (Mobile):	Phone (Hm):	Phone (Wk):	
Email:			
Function Type: (i.e. meeting/commercial requirements)			Function Date:
Additional Items Available for Hire:			
Mirror Ball \$40.00 <input type="checkbox"/>	Kitchen Facilities \$50.00 <input type="checkbox"/>	Crockery/Cutlery Hire \$100.00 or supply your own <input type="checkbox"/>	Stage Lighting and/or Sound *** <input type="checkbox"/>
Cost:		Bond:	Amount Paid:
Refund:	Date:	Bank A/c No:	

*** Stage lighting and/or sound is subject to availability of qualified and approved technical personnel. Cost varies depending on requirements.

Terms & Conditions

Booking Confirmation, payment, cancellation

In order to confirm the booking Centre Stage Taupo Inc requires this application to be signed and returned to the Hall Custodian for approval by the Committee.

Hire is set at **\$200** per day for commercial use. Hireage period is from midday to the following midday.

Bond is set at **\$200** and is fully refundable if the hall is left clean and tidy with no damage.

The hall hire fee and bond must be paid in advance when the booking is confirmed. Centre Stage Taupo Inc. reserve the right to cancel the booking if payment has not been made.

All cancellation advice shall be in writing. In the event the Client cancels a confirmed booking, the following conditions shall apply:

- Less than 7 days before booking date, the hall hire fee is non refundable
- More than 7 days before booking date, the hall hire fee will be refunded

Hireage

Clean up must be completed by 12 noon the following day and includes the removal of **all** rubbish from the premises. Venue to be left in the same condition as found.

Maximum occupancy allowed on the premises is 120 persons.

No persons hiring the venue can sub-hire to another person or organisation.

Under no circumstances will any property or equipment belonging to Centre Stage be removed from premises.

For safety reasons the Committee needs to be advised in writing what equipment or property will be brought into the venue during the hire period and the purpose of the event.

All authorised property brought in must be removed before the end of the hire period.

Any damage caused by the hirer or their guests must be repaired or replaced at hirer's cost.

No smoking allowed inside the premises.

All hireage is at the discretion of the Committee.

Keys can be obtained from the Hall Custodian on the day of the hall hire

Please read the attached Emergency Procedures document.

Hall Custodian: Tom Anderson Phone: 378 5506 or 027 493 9272

Centre Stage Taupo Bank Account: BNZ, Taupo Branch 02 0428 0173850 000

I confirm that I have read and understood the attached emergency procedures and I hereby accept the terms and conditions as outlined above.		
Signature of applicant:		Date:
Signature of Hall Custodian:		Date:
Signature Committee:	Approved YES / NO	Date:

The Committee welcomes any comments or suggestions to improve the hireage of the venue.