

Newtown Park grandstand community rooms

BOOKING FORM

Organisation details

Organisation name: _____

First contact: _____

Phone: Day _____ Night _____ Mobile _____

Address: _____

Email: _____

Second contact: _____

Phone: Day _____ Night _____ Mobile _____

Address: _____

Email: _____

Booking details

Number of people attending: _____ Purpose of booking: _____

Booking date/s: _____ Day: _____

Room(s) seeking booking for (*note: all prices include GST*)

Community room 1 – includes large meeting room, kitchen and bar (\$15/hr or \$35/hr commercial)
 Time _____ Date _____ \$ _____

Community rooms 1 and 2 – includes kitchen and bar (\$25/hr or \$60/hr commercial)
 Time _____ Date _____ \$ _____

TOTAL: _____

**When booking the Newtown Park grandstand buildings please include preparation and clean up in your booking times.
 A bond of \$100 is required on day of booking when hiring the Newtown Park community rooms.**

Payment details (for staff use only)

Total to pay: _____ Pre-paid by: _____ Invoice: yes / no (circle)

Amount paid: _____ Date: _____ Receipt no: _____

Bond paid: yes / no Bond returned: yes / no Staff to initial: _____

Conditions of hire

- The facility must be left in a clean condition and all rubbish removed.
- Any loss or damage to property will be charged to you.
- You must return all chairs, tables, furnishings or other property to their proper place.
- The community rooms must be left in a tidy condition and vacated at _____
- Hirers of the community rooms are required to manage noise levels to acceptable standards.
- The community rooms must be vacated no later than 12 midnight.
- Where notice of cancellation has not been given, full hire fee will be charged. Cancellations must be in writing seven days prior to session or booking.
- The Council reserves the right to cancel any bookings if the facility is required for a significant sports/civic/community event; or if the facility needs to be closed for urgent maintenance. In such an event all fees will be refunded.
- Maximum occupancy of the facility is as follows: community room 1 (120 persons); community room 2 (70 persons); combined use of community rooms 1 and 2 (190 persons).

Terms and conditions of payment (relevant only when fees apply)

- Unless these terms and conditions provide otherwise, you must pay all fees and charges owing to the Council under this agreement by the 20th day of the month following the date the invoice is issued.
- Where payment is not made in accordance with Clause 4, you agree to pay the Council:
 - Interest calculated daily at the rate of 15% per annum on all overdue amounts from the date of default until all overdue amounts are paid to the Council.
 - All costs and expenses (including debt collection fees or legal fees), incurred by the Council in seeking to recover the overdue amount.
 - An administrative fee of either 10% of the overdue amount or \$300 (whichever is less) as a contribution towards the Council's internal administrative costs incurred in seeking to recover the overdue amount.
- You are not entitled to withhold any monies that are due and owing to the Council.
- The Council is entitled to apply all payments received from you, first in reduction of interest and costs and then in reduction of any amounts invoiced.
- Payment shall become immediately due without notice if:
 - You breach this agreement, or any term of any permit granted as a result of this application;
 - You are a company and a liquidator, or receiver, or a statutory manager is appointed, or the company amalgamates without the prior written approval of the Council;
 - Any judgement remains unsatisfied against you for seven or more days;
 - You become insolvent, make an assignment or compromise for the benefit of your creditors or cease to carry on business.
- If any person uses your account, you will be liable for all amounts outstanding under this agreement.

I have read and understand the conditions of hire for the above booking.

| | |
|-------------------------|------------|
| Signed _____ | Date _____ |
| Customer | |
| Signed _____ | Date _____ |
| Wellington City Council | |

Please return this booking form to: Parks and Gardens Business Unit
Wellington City Council
113 Russell Terrace
Newtown
PO Box 2199
Wellington