

# NEWTOWN PARK FUNCTION ROOMS BOOKING FORM

GET ACTIVE, BE HEALTHY AND KEEP OUR SPORTSFIELDS, PARKS AND BUILDINGS SMOKEFREE.

Please return this booking form to:

Parks, Sport and Recreation  
 Wellington City Council  
 113 Russell Terrace  
 Newtown  
 PO Box 2199  
 Wellington  
 Fax 04 389 0259

ORGANISATION DETAILS	
Organisation name	
First contact	
Phone – day	Phone – night
Mobile	Email
Address	
Second contact	
Phone – day	Phone – night
Mobile	Email
Address	

BOOKING DETAILS	
Number of people attending	Purpose of booking
Booking date/s	Day
Tick the room(s) you want to book. (Prices include GST)	
<input type="checkbox"/> <b>Function room (1)</b> – includes large meeting room, kitchen and bar (\$20/hr or \$40/hr commercial)	
Time	Date <span style="float: right;">\$</span>
<input type="checkbox"/> <b>Function room (2)</b> – extended, includes large meeting room, kitchen, bar and small meeting room (\$30/hr or \$65/hr commercial)	
Time	Date <span style="float: right;">\$</span>
<b>TOTAL \$</b>	
When booking the Newtown Park function rooms please allow time for preparation and clean-up. A bond of \$300 is required on day of booking.	

PAYMENT DETAILS (FOR STAFF USE ONLY)		
Total to pay	Pre-paid by	Invoice <input type="checkbox"/> Yes <input type="checkbox"/> No
Amount paid	Date	Receipt number
Bond paid <input type="checkbox"/> Yes <input type="checkbox"/> No	Bond returned <input type="checkbox"/> Yes <input type="checkbox"/> 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 the proper places.
- Hirers of the function rooms must keep noise to acceptable levels.
- The function rooms must be vacated no later than midnight.
- Where notice of cancellation has not been given, full hire fee will be charged. Cancellations must be received in writing seven days before your event.
- The Council reserves the right to cancel any bookings if the facility is needed for a major 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: function room 1 (120 people); function room 2 (70 people); combined use of function rooms 1 and 2 (190 people).

## TERMS AND CONDITIONS OF PAYMENT

- 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 of the invoice.
- If payment is not made in accordance with Clause 4, you agree to pay the Council:
  - interest calculated daily at the rate of 15 percent per annum on all overdue amounts from the date of default until full payment is made 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
  - a penalty fee of either 10 percent of the overdue amount or \$300 (whichever is less) as a contribution towards the Council's costs in recovering the overdue amount.
- You are not entitled to withhold any payments that are owing to the Council.
- The Council is entitled to use all payments received from you, first to reduce interest and costs and then to reduce 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
  - 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 (customer)	Date
Signed (Wellington City Council)	Date