

WANGANUI FUNCTION CENTRE - APPLICATION TO HIRE

*Are compulsory fields and must be completed

*Applicant Name: Organisation/Company:	*Contact No: *Email:
*Address Invoice Address if different (please note that invoices will be emailed wherever possible)	
*Date of Event	Type of Event
*Set up Date	*Clean up Date
*Expected Number of persons attending	Are admission or registration fees being charged? Y N
Will you be hiring a caterer? Y N	<u>Caterers details:</u>
Will they require our kitchen? Y N	
Will you require bar staff? (will alcohol be consumed) Y N	Do you wish to self decorate prior to your event? Y N
Is there music or live entertainment being provided? Y N <i>If Yes - Noise Control Users agreement to be signed</i>	

EQUIPMENT REQUIRED - SUBJECT TO AVAILABILITY			
GENERAL	QUANTITY	KITCHEN	QUANTITY
Tea & Coffee		<i>NB – you may need to confirm with your caterer</i>	
Hot Water Urns		Ovens	
Projector/Screen <i>(you must provide the media player)</i>		Fryers	
Large screen hire		Service area	
Sound System		Cutlery	
Stage		Glasses <i>(up to 550)</i>	
Lectern		Cups n Saucers <i>(up to 200)</i>	
Whiteboard		Milk Jugs	
Partitions / curtains		Water jugs/carafes	
Number of tables <i>(usually seat 10)</i>		Tables for food service	
Security required?		H & S compliance – set up etc	
Chair Covers <i>(not provided – you will need to hire)</i>		Rubbish disposal	Yes / No
<u>Special requirements:</u>			



Office use:

No. of chairs: _____	No. of tables: Round _____ Trestle small _____ Trestle Large _____
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**** PLEASE NOTE** You must include your set-up and break-down times on the form below:

Eulogy Lounge	Date	Time In	Time Out	Total Hours	Comments
Wanganui room	Date	Time In	Time Out	Total Hours	Comments
Celebrity Lounge	Date	Time In	Time Out	Total Hours	Comments
Veandercross Cafe	Date	Time In	Time Out	Total Hours	Comments
FULL COMPLEX	Date	Time In	Time Out	Total Hours	Comments
WJC end	Date	Time In	Time Out	Total Hours	Comments
KITCHEN(s)	Date	Time In	Time Out	Total Hours	Comments

The WFC & WJC have their own Health & Safety and evacuation plans and provide a safe venue for your event. You and your guests must comply with all H & S requirements while on-site and the club will take no liability for any injuries or accidents caused by incidents out of our control.

Please also make our staff aware of any hazards that you encounter. Thank you.

Please Note that on signing this application you are agreeing to confirm your booking, subject to suitable catering arrangements, if the date is available and will be liable for any deposit, bond, or cancellation fees charged by the WFC. **The Room rental is expected to be paid prior to the event.**

The Function Centre reserves the right to charge customers for staff if a bar is required for small events or an on-site person is required for Health & Safety purposes.

PLEASE NOTE: No glitter is to be used in theming the rooms unless otherwise agreed, but an additional cleaning charge may apply.

