


TAWA SQUASH CLUB - FACILITY HIRE

APPLICATION FOR HIREAGE

ORGANISATION	<input style="width: 90%;" type="text"/>		
APPLICANTS NAME	<input style="width: 90%;" type="text"/>		
PHONE NUMBER	<input style="width: 40%;" type="text"/>	MOBILE <input style="width: 40%;" type="text"/>	
E-MAIL	<input style="width: 90%;" type="text"/>		
DATE OF FUNCTION	<input style="width: 40%;" type="text"/>	HOURS REQUIRED <input style="width: 40%;" type="text"/>	
EXPECTED NUMBERS	<input style="width: 90%;" type="text"/>		

TYPE OF FUNCTION

obtained.

SOCIAL <input style="width: 20%;" type="text"/>	PARTY UNDER 25 YRS* <input style="width: 20%;" type="text"/>	CONFERENCE <input style="width: 20%;" type="text"/>
<small>* Min 2 security guards required</small>		
MEETING <input style="width: 20%;" type="text"/>	WORKSHOP <input style="width: 20%;" type="text"/>	OTHER <input style="width: 20%;" type="text"/>

PLEASE GIVE DETAILS OF FUNCTION

BAR & KITCHEN REQUIREMENTS.

<input style="width: 90%;" type="text"/> BAR FACILITIES	<input style="width: 90%;" type="text"/> KITCHEN	<input style="width: 90%;" type="text"/> CATERING
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IT IS PREFERABLE TO ARRANGE YOUR OWN CATERING. HOWEVER YOUR REQUIREMENTS CAN BE NEGOTIATED WITH THE CATERING CONTRACTOR STEPHANIE BLOOMFIELD 04 2327870

HIREAGE CHARGES		
	HOURS	RATE TOTAL
FUNCTION HIREAGE MINIMUM 3 HOURS	<input style="width: 90%;" type="text"/>	\$40.00
Function hireage includes cost of facility, bar staff, music system, speaker system, and up to 3 trestle tables.		
IS A SPECIAL LICENSE REQUIRED	<input style="width: 90%;" type="text"/>	\$65.00
A special license must be applied for by Tawa Squash Club at least 30 working days before the event.		
CLEANING IS A ONE OFF CHARGE (1)		40.00
REQUIRED FOR ALL FUNCTIONS		
NO. OF SECURITY OFFICERS REQUIRED @ \$25/HR	<input style="width: 90%;" type="text"/>	
You may wish to arrange your own security. Refer to page 2 for responsibilities.		
REFUNDABLE BOND IF NO DAMAGE IS INCURRED		150.00 **
*** THIS MAY BE WAIVED IN CERTAIN CIRCUMSTANCES		
	TOTAL	<input style="width: 90%;" type="text"/>

DEPOSIT REQUIRED TO CONFIRM BOOKING - BOND + 50% OF FEE

Cancellation fee: \$150 less than 1 week prior, \$75 less than 3 weeks prior plus Special License Fee

**INCLUDE YOUR BANK A/C NUMBER FOR REFUND

*** PAYMENT:** PAYMENT CAN BE MADE BY ANY OF THE FOLLOWING METHODS

- 1 BY CHEQUE TO - TAWA SQUASH CLUB, PO BOX 51071, TAWA
- 2 BY EFTPOS AT TAWA SQUASH CLUB
- 3 BY BANK DEPOSIT TO - TAWA SQUASH CLUB INC.

BOOKING WILL BE CONFIRMED ONCE PAYMENT IS RECEIVED (ALL PRICES QUOTED INCLUDE GST)

SIGNED BY HIREE NAME

E-MAIL

WE RECOGNISE AN E-MAIL ADDRESS AS BEING A LEGITIMATE SIGNATURE OF THE HIREE

WHEN APPLICATION IS COMPLETED PLEASE E-MAIL TO: info@tawasquash.co.nz

THE PREMISES ARE LICENSED FROM 9.00AM TO MIDNIGHT MON - SAT, OR 9AM TO 11PM SUNDAYS
TAWA SQUASH CLUB RESERVES THE RIGHT TO SHUT DOWN ANY EVENT WITHOUT NOTICE
THE PREMISES MUST BE VACATED NO LATER THAN 12:30AM (OR 11:30PM SUNDAYS)
TAWA SQUASH CLUB, 67 MAIN ROAD, PO BOX 51071, TAWA. PH (04) 232 8200

TAWA SQUASH RULES

1. No binge drinking is to be encouraged eg yard glass, 21 shots etc.
2. If a guest looks to be getting intoxicated, or becomes unsuitably behaved, the bar staff will approach the security guard or the host to assist with any action that may need to be taken eg a quick word.
3. If kitchen is used privately, or with an alternative caterer, it must be left in the same tidy condition it was found in.
4. Smoking of cigarettes is not permitted at the front of the building but is permitted on the back deck.
5. No illegal substances are permitted to be brought on site, particularly narcotics. If suitable evidence of this has occurred Tawa Squash reserve the right to close the facility immediately.
6. Tawa Squash Club will provide all alcohol - none can be brought in privately.
7. CANCELLATION FEE. \$150 if less than 1 week prior, \$75 if less than 3 weeks prior plus Special License Fee if applicable.

Security Guards will be responsible for:

1. Allowing only invited guests in to the function
2. Ensuring no under age drinkers are being supplied with alcohol unless accompanied by a parent or guardian
3. No alcohol being brought in to the club.
4. No alcohol to be taken off site.
5. Regular patrol of parked cars to ensure they aren't being interfered with.

INFORMATION REQUIRED FOR SPECIAL LICENSE

1. What will happen during the event or social gathering? (eg entertainment, speeches, a disco, dancing, dinner or supper etc) Please describe in full, use another page if necessary.

2. Please provide a copy of the invitation.
3. Please provide a copy of the guest list.

Additional facilities available

1. Music system with access to personal ipod
2. Data Projector on big screen with cabling to laptop computer for slide shows etc (but not through sound system)
3. Five Trestle tables
4. Microphone linked through the sound system for speeches and other announcements.