



*Halcombe will be a safe, supportive and progressive community. It will be attractive, valued by all and well connected to the wider district.*

## Application to Hire Halcombe Memorial Hall

PLEASE COMPLETE THIS FORM AND EMAIL IT TO [halcombe.community@gmail.com](mailto:halcombe.community@gmail.com)

Or post to the address stated in the Terms of Hire. PAYMENTS FOR THE HIRE ARE TO BE MADE VIA INTERNET BANKING INTO THE FOLLOWING ACCOUNT:

**02-0628-0086161-001 Particulars: *Your name* Code: 'Hall Hire' Reference: *Date of hire***

**Person Applying:**

Name of Organisation.....Phone.....

Email address: .....

Contact person.....Fax.....

Address.....

Name of event.....

Purpose of Event (please give a brief description).....

	Date/s Required	Approx. Time – From & To	Est. People Attending
Hall			

- Details of my booking can / cannot be released to the Media or made public.
- By signing the below and/or paying the deposit:
  - I acknowledge that I have read and understood the Terms of Hire and agree to abide by them.
  - I acknowledge also that this application will not be confirmed until I have paid the required deposit.
  - I acknowledge that it is my responsibility to familiarise myself with regard to where the Fire Safety Exits and fire extinguishers are located.

Signed.....Date.....

**Hirers Bank Details required for internet banking:**

Account name:	Account number:
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Official use only		\$	Date paid	Method (Internet banking / Cheque)
To be Paid:	Hire Charge			
	Bond			
	<b>TOTAL TO BE PAID =</b>			
Deductions:	Cleaning Charges			
	Breakages/Replacement Costs			
	<b>TOTAL TO BE DEDUCTED =</b>			
<b>Total repayment to be made =</b>				