



# THE WAIKATO CATHEDRAL CHURCH OF ST PETER

## BOOKING FORM

Organisation: .....

Person Responsible and/or Contact Person: .....

Contact Phone number: .....

Invoicing Address: .....

**NOTE:** The person responsible/contact person is responsible for the booked area/s being left in good condition, clean and tidy, all lights off, windows and doors locked upon departure and booking times adhered to. *(penalty charges may apply). (Please refer over-leaf for the conditions of hireage, and your pack-up list)*

Should there be a funeral/or a big event in the Cathedral, your booking may be cancelled at short notice.

Please keep any valuables with you at all times, the Cathedral is not responsible for theft of personal belongings.

In the event of a fire, please ask your delegates to congregate at the front on the Cathedral below the Magnolia tree.

No smoking is allowed within the complex. **All butts to be placed in appropriate bins outside.**

Type of meeting/event: .....

Number of people attending: .....

*(Maximum allowed 100)*

Date required: .....

Time: (from).....(to) .....

*(including set-up and clearing up)*

Area required:

Hall:

Boardroom:

Cherrington Lounge:

Kitchen for cooking:

*(Hire of the Centre includes the kitchen for morning, afternoon teas, lunch and appropriate crockery. Supply of tea, coffee, milk etc not included)*

*(Equipment included – double sided whiteboard, OHP and screen)*

Equipment required:

TV & Video

Sound System

Data Projector & Laptop

CONDITIONS FOR OF THE CATHEDRAL FACILITIES:

- All areas must be left clean and tidy.
- Chairs must be left as they were found.
- All dishes, crockery and cutlery washed and put away in their correct place oven cleaned and microwave cleaned if used.
- No smoking is allowed within the complex. All butts to be placed in appropriate bins outside.
- Consumption of alcohol will require prior approval.
- Please observe the specific time period booked. Other users may be moving in immediately afterwards. At no time may you have entry to the area before the specified time, or remain after the specified period.
- A penalty of \$10 will be incurred on any time over-run.
- **Cleaning:** All users are required to clean up after themselves—all cleaning equipment, vacuum cleaner, mops, brushes etc are available from the cleaning cupboard in the corridor. *(We reserve the right to charge a cleaning levy if the facilities are not left to our satisfaction)*

Pack-up tick list:

1. Stack Chairs *(no more than 3 high)*
2. Wipe down tables and put them away *(please store correctly)*
3. All crockery, cutlery must be washed, put away and dishwasher emptied and turned off, all kitchen work surfaces wiped down and left clean. Oven and microwave if used, must be left in a clean condition.
4. Hall/board room floor swept and cleaned.
5. Close all windows and doors.
6. Turn off all heaters.
7. Turn off all lights.