

**Sturges West Community House  
CONFERENCE ROOM BOOKING AGREEMENT**

58 Summerland Drive, Henderson

Phone 8371938 Fax 8371937

Email: sturgeswestcomhouse@xtra.co.nz

**NAME OF GROUP/HIRER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE/FAX:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**TERM/MONTH:**

**START DATE:** \_\_\_\_\_ **FINISH DATE:** \_\_\_\_\_

**START TIME:** \_\_\_\_\_ **FINISH TIME:** \_\_\_\_\_

**Rates:**

Half days are Monday to Friday 8.30am – 12.30pm or 1pm – 5pm (or part thereof)

Note: over 4 hours is charged as a full day

Half Day:                      Not for Profits \$60 \_\_\_\_\_                      Commercial \$100 \_\_\_\_\_

Full Day:                      Not for Profits \$100 \_\_\_\_\_                      Commercial \$180 \_\_\_\_\_

Evening rates:              Regular \$15 per hour \_\_\_\_\_                      Casual \$25 per hour \_\_\_\_\_

**COST PER DAY:** \_\_\_\_\_ **NO OF DAYS:** \_\_\_\_\_

**TOTAL COST:** \_\_\_\_\_ **INVOICE NO:** \_\_\_\_\_

**\$100 BOND PAID:** \_\_\_\_\_ **SWIPECARD :** \_\_\_\_\_ **KEY:** \_\_\_\_\_

All payments for invoices and bonds are to be paid Online or with Eftpos.

For all out of hours hirers a \$100 bond is required which will be refunded after inspection of the hired areas.

I, and all parties involved in this Booking Agreement, agree to abide by the Terms and Conditions as set out in the Sturges West Community House Hirer Contract.

Signature Hirer.....Signature Coordinator.....

Annie Trainer, CO-ORDINATOR  
For Sturges West Community House, Governance Committee.

**NOTE:** Swipe 1 x to un-lock and un-alarm  
Swipe 2 x to lock and set alarm