

**Sturges West Community House
ROOM HIRE 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:** _____

FULL MEETING ROOM	Regular \$15 p/h _____	Casual \$25 p/h _____
ARTS & CRAFTS ROOM	Regular \$13 p/h _____	Casual \$18 p/h _____
LOUNGE	Regular \$13 p/h _____	Casual \$18 p/h _____
LOUNGE & FULL MEETING ROOM	Regular \$25 p/h _____	Casual \$36 p/h _____
ARTS & CRAFTS & FULL MEETING ROOM	Regular \$25 p/h _____	Casual \$36 p/h _____
LOUNGE, ARTS & CRAFT & FULL MTG ROOM	Regular \$31 p/h _____	Casual \$42 p/h _____
KITCHEN ONLY	Regular \$13 p/h _____	Casual \$18 p/h _____
PLAYGROUPS	\$25 Flat Rate _____	
CHILDREN'S PARTIES (12yrs & under)	\$69 Flat Rate _____	25 people – max 4 hrs,
(Full Meeting Room)	Extra people _____	(@ \$2.60 per extra person)
	Extra hour _____	(@ \$25 per extra hour)

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

COST PER DAY: _____ **NO OF DAYS:** _____

TOTAL COST: _____ **INVOICE NO:** _____

\$100 BOND PAID: _____ **SWIPECARD NO:** _____

Note: All groups can use the kitchen for no extra charge provided that it is not exclusively booked by another group (ie. Cooking Class)

For all weekend or after hours hirers a \$100 bond is required which will be refunded(at the Governance Committees discretion) 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