

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

**\$200 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 \$200 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 Rules and Responsibilities.**

**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**