

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

58 Summerland Drive, Henderson

Phone 8371938 Fax 8371937

Email: sturgeswestcomhouse@xtra.co.nz

**From 1/1/2024**

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

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

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

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

**TERM/MONTH:**\_\_

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

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

|   |                        |                       |
|---|------------------------|-----------------------|
| <b>FULL MEETING ROOM</b>                            | Regular \$18 p/h _____ | Casual \$30 p/h _____ |
| <b>ARTS &amp; CRAFTS ROOM</b>                       | Regular \$15 p/h _____ | Casual \$20 p/h _____ |
| <b>LOUNGE</b>                                       | Regular \$15 p/h _____ | Casual \$20 p/h _____ |
| <b>LOUNGE &amp; FULL MEETING ROOM</b>               | Regular \$30 p/h _____ | Casual \$40 p/h _____ |
| <b>ARTS &amp; CRAFTS &amp; FULL MEETING ROOM</b>    | Regular \$30 p/h _____ | Casual \$40 p/h _____ |
| <b>LOUNGE, ARTS &amp; CRAFT &amp; FULL MTG ROOM</b> | Regular \$35 p/h _____ | Casual \$45 p/h _____ |
| <b>KITCHEN ONLY</b>                                 | Regular \$15 p/h _____ | Casual \$20 p/h _____ |

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

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

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

**\$200 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 hour's hirers a \$200 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 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**