

Parks & Gardens booking application

To book a venue, please complete the form below in BLOCK LETTERS and fax both pages to 04 389 0259, or scan and email to BUSPGBookings@WCC.govt.nz

Venue/Field _____ (Use a separate form to book another venue.)	Changing rooms <input type="checkbox"/> Yes <input type="checkbox"/> No (Toilets)
Start date _____	End date / Postponement date _____
Day of the week _____	Start time _____ End time _____
Day of the week _____	Start time _____ End time _____
Day of the week _____	Start time _____ End time _____
Day of the week _____	Start time _____ End time _____
Type of event _____	
Number of people _____	Senior <input type="checkbox"/> College/Junior <input type="checkbox"/>
	Competition <input type="checkbox"/> Training <input type="checkbox"/>
Requirements	<div style="border: 1px solid black; height: 80px; width: 100%;"></div>

Customer details

Name _____		
Business / Club _____		
Billing address _____		
_____		Post code _____
Business phone _____	Mobile _____	Home _____
Email _____		
Contact on the day _____	Mobile _____	

General terms and conditions

1. Wellington City Council is entitled to impose conditions on the use of the venue or field specified in this application at its discretion. A written copy of any conditions will be attached to any permit granted or letter of confirmation sent to you.
2. The Council reserves the right to vary the standard terms and conditions or to impose further conditions at any time.
3. The Council reserves the right to cancel or postpone the event at its discretion.

Terms and conditions of payment *(relevant only when fees apply)*

4. Unless these terms and conditions provide otherwise, you must pay all fees and charges owing to the Council under this agreement by the 20th day of the month following the date of the invoice.
5. If payment is not made in accordance with Clause 4, you agree to pay the Council:
 - interest calculated daily at the rate of 15 percent per annum on all overdue amounts until full payment is made to the Council.
 - all costs and expenses (including debt-collection fees or legal fees) incurred by the Council in seeking to recover the overdue amount.
 - a penalty fee of either 10 percent of the overdue amount or \$300 (whichever is less) as a contribution towards the Council's costs in recovering the overdue amount.
6. You are not entitled to withhold any payments that are owing to the Council.
7. The Council is entitled to use all payments received from you, first to reduce interest and costs and then to reduce any amounts invoiced.
8. Payment shall become immediately due without notice if:
 - you breach this agreement, or any term of any permit granted
 - you are a company and a liquidator, or receiver, or a statutory manager is appointed, or the company amalgamates without the prior written approval of the Council
 - any judgement remains unsatisfied against you for seven or more days
 - you become insolvent, make an assignment or compromise for the benefit of your creditors or cease to carry on business.
9. If any person uses your account, you will be liable for all amounts outstanding under this agreement.

Privacy Act 1993

10. You acknowledge that the Council is collecting the information in this application for the purposes of credit approval, establishing credit limits and administering your account. This may require information to be provided to other business units within the Council, the Council's solicitors, external debt-collection agencies, credit reporting and other agencies required from time to time to be involved in the administration of your account or enforcement of this agreement. You authorise any person or company to provide the Council with such information required to administer and enforce this agreement.

Applicant

I have read and agree to the above terms and conditions.

Signed _____

Date _____

Parks & Gardens use

Account number _____

Credit limit \$ _____