

Newtown Park function rooms – booking form

Organisation details

Organisation name _____

First contact _____

Phone – day _____ Night _____

Mobile _____ Email _____

Address _____

Second contact _____

Phone – day _____ Night _____

Mobile _____ Email _____

Address _____

Booking details

Number of people attending _____ Purpose of booking _____

Booking date/s _____ Day _____

Tick the room(s) you want to book. *(Prices include GST):*

Function room 1 – includes large meeting room, kitchen and bar (\$20/hr or \$40/hr commercial)

Time _____ Date _____ \$ _____

Function rooms 1 and 2 – includes kitchen and bar (\$30/hr or \$65/hr commercial)

Time _____ Date _____ \$ _____

TOTAL: _____

When booking the Newtown Park function rooms please allow time for preparation and clean-up.

A bond of \$300 is required on day of booking.

Payment details (for staff use only)

Total to pay _____ Pre-paid by _____ Invoice Yes/No *(circle)*

Amount paid _____ Date _____ Receipt no _____

Bond paid Yes/No *(circle)* Bond returned Yes/No *(circle)* Staff to initial _____

Conditions of hire

- The facility must be left in a clean condition and all rubbish removed.
- Any loss or damage to property will be charged to you.
- You must return all chairs, tables, furnishings or other property to the proper places.
- The function rooms must be vacated at _____
- Hirers of the function rooms must keep noise to acceptable levels.
- The function rooms must be vacated no later than midnight.
- Where notice of cancellation has not been given, full hire fee will be charged. Cancellations must be received in writing seven days before your event.
- The Council reserves the right to cancel any bookings if the facility is needed for a major sports/civic/community event, or if the facility needs to be closed for urgent maintenance. In such an event all fees will be refunded.
- Maximum occupancy of the facility is as follows: function room 1 (120 people); function room 2 (70 people); combined use of function rooms 1 and 2 (190 people).

Terms and conditions of payment

- 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.
- 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 from the date of default 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.
- You are not entitled to withhold any payments that are owing to the Council.
- The Council is entitled to use all payments received from you, first to reduce interest and costs and then to reduce any amounts invoiced.
- Payment shall become immediately due without notice if:
 - you breach this agreement, or any term of any permit granted as a result of this application
 - 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
 - you become insolvent, make an assignment or compromise for the benefit of your creditors or cease to carry on business.
- If any person uses your account, you will be liable for all amounts outstanding under this agreement.

I have read and understand the conditions of hire for the above booking.

Signed: _____ Date: _____
Customer

Signed: _____ Date: _____
Wellington City Council

Please return this booking form to: Parks and Gardens
Wellington City Council
113 Russell Terrace
Newtown
PO Box 2199
Wellington