



The Western Community Centre

LICENCE TO OCCUPY

VENUE HIRE

VISION

Tirohanga whakamua

Thriving, vibrant, healthy and self reliant communities.

DATE NEEDED

START AND FINISH TIMES

GROUP SIZE

CONTACT NAME

PHONE

ADDRESS

EMAIL

DRIVER LICENCE

NUMBER

GROUP

NAME

WHAT ARE YOU USING THE VENUE FOR?

TICK ROOM	FEE INCLUSIVE GST \$	ROOM DESCRIPTION	PER HOUR	4HRS	8HRS	\$
	LARGE ROOM (120 PEOPLE MAX) PRICE INCLUDES KITCHEN	OUR LARGEST SPACE. CAN BE DIVIDED INTO 3 SEPERATE AREAS. AREA 126M ²	\$40	\$150	\$250	
	KITCHEN		\$20 - \$30 PER HOUR			
	TRAINING ROOM (60 PEOPLE MAX) PRICE INCLUDES KITCHEN		\$35	\$120	\$180	
	CLASS ROOM (25 PEOPLE MAX)		\$25	\$80	\$150	
	BOARD ROOM (14 PEOPLE MAX)		\$20	\$55	\$80	
	HEALTH ROOM		\$20	\$55	\$80	
	TOTAL COST					

Note:

- Set up and pack down time must be included in the start and finish times you state
- For weekend users a key must be arranged before 5.30pm on the Friday before
- Venue must be left clean and today and rubbish taken away
- Please do not use selectable or pins when using decorations
- Tables and chairs are provided at no extra charge
- Refer to our Venue Info booklet for further info and for health and safety guidelines when using our venue.

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