

## PARTIES TO THIS AGREEMENT:

This agreement is between the Hirer, henceforth referred to as the "User", "Hirer" or "Group", and the Glenfield Community Centre Incorporated, henceforth referred to as the "Community Centre", "Centre", or "GCC".

**Please note:** an email will be sent accepting or confirming your booking, and advising any specific terms and conditions of hire relevant.

GCC uses the SKEDDA Booking System (in-house only at this time). Their Terms & Conditions should be read in conjunction with ours.

<https://support.skedda.com/en/collections/37147-legal>

**Nature of Activity:** (This information must be completed as it forms part of mandatory reporting requirements to Auckland Council).

### PLEASE TICK APPLICABLE:

- 1) Mental Health & Wellbeing
- 2) Fitness/Sports & Recreation
- 3) Arts & Cultural Events
- 4) Government meetings
- 5) Religious
- 6) Private events (specify please)
- 7) School /Early Childhood
- 8) Meetings
- 9) Other special interest (specify)

### HOW DID YOU HEAR ABOUT US?

- GCC Website
- Facebook
- Have Hired Before
- Google Search
- Council Website
- Word of mouth
- Other: (specify)

<b>Group Name:</b>							
<b>Expected number of participants:</b>							
<b>Room Preference:</b>							
[ <input type="checkbox"/> ] <b>Casual Hire:</b> Day/Date required:							
Mo	Tu	We	Th	Fr	Sa	Su	Various through 2022
Times required: In:				Out:			
(increments of 1 hour only)							
[ <input type="checkbox"/> ] <b>Regular Hire:</b> Mo Tu We Th Fr Sa Su							
Start Date:						2022	
End Date:						2022 (last day of hire)	
Times required: In:				Out:			
(increments of 1 hour only)							
Will you be using your room during public holidays? Yes / No							
Will you be using your room during school holidays? Yes / No							
[ <input type="checkbox"/> ] <b>Kitchen Hire – sole use</b> (between 8.30am-3.30pm only) \$20/hour							
(complete Casual Hire details above)							
<b>Do you have a SKEDDA booking account?</b> Yes / No							

<b>Name of Person Responsible for Hire:</b> (invoice to go to)	
<b>Email Address:</b> We subscribe all Centre Users to the e-newsletter. You have the option to unsubscribe at any time.	
<b>Physical Address:</b>	<b>Post Code:</b>
<b>Mobile Number:</b>	<b>Landline:</b>
Name of Person who will be on site and in charge of group if different from above:	
This person's email address:	Phone #:

**I agree to the Terms and Conditions of Hire, the Cancellation Policy and the Emergency Evacuation Schedule, and use of my Skedda Account or the creation of one for booking system purposes**

<b>Signed:</b>	<b>Date:</b>
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