

EVENT BOOKING FORM FOR
THE RODNEY GREEN CENTENNIAL EVENT CENTRE,
THE CHAPMAN PAVILION PETTIGREW LOUNGE 1, THE CHAPMAN PAVILION CORPORATE
LOUNGE 2, THE GRAEME LOWE STAND CORPORATE LOUNGE 1, THE GRAEME LOWE STAND
CORPORATE LOUNGE 2 AND ANCILLARY FACILITIES.

Please **sign** and return the completed form by one of the following methods: Deliver in person to Works Asset Department, First Floor, Civic Building, 231 Hastings Street, Napier; post to Works Asset Department, Napier City Council, Private Bag 6010, Napier 4142; scan and email to bookit@napier.govt.nz; fax to (06) 834 4195.

Today's Date: ____/____/____

Event Details

Name of Event(s): _____

Main purpose of Event (Activity): _____

Setting up Date: _____ Setting up Time: _____

Event Start Date: _____ Event Start Time: _____

Event Finish Date: _____ Event Finish Time: _____

Pack Out Complete By Date: _____ Pack Out Complete By Time: _____

TYPE OF BOOKING: *(please tick)*

- 1) Local Sports Bodies – Seasonal Hire ☐
- 2) Sports Bodies, Not for Profit and Local Community Benefit (non commercial) ☐
- 3) Commercial ☐

Comments: _____

Estimated number of people attending: _____

Will there be an admission charge? Yes ☐ No ☐ if yes, how much will it be? _____

Contact Details

Name of Club/Group/Organisation: _____

Name of Contact Person: _____

Contact Address: _____

Postcode: _____

Telephone Number: (day) _____ (mobile) _____

Email: _____ Fax: _____

Areas and Service Requirements

AREAS: (please tick)

Rodney Green Centennial Event Centre

Main Hall

Kitchen (Please include Caterer's details)

Dining Room

Male Changing Room

Female Changing Room

Meeting Room 1 (small)

Meeting Room 2 (large) (Check availability before booking)

Mezzanine Floor

Chapman Pavilion Pettigrew Lounge 1

Chapman Pavilion Corporate Lounge 2

Graeme Lowe Stand Corporate Lounge 1

Graeme Lowe Stand Corporate Lounge 2

Graeme Lowe Stand Kitchen (Please include Caterer's details)

<input type="checkbox"/>	
<input type="checkbox"/>	Caterer's details _____
<input type="checkbox"/>	_____
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	Extra Floor Attendant is required
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	Caterer's details _____

TOILETS: (please tick)

Rodney Green Centennial Event Centre

Main Hall Toilets – Male

Main Hall Toilets – Female

Foyer Toilets – Male

Foyer Toilets – Female

Chapman Pavilion Pettigrew Lounge 1

Chapman Pavilion Corporate Lounge 2

Graeme Lowe Stand Corporate Lounge 1

Graeme Lowe Stand Corporate Lounge 2

Required

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Serviced*

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

OTHER REQUIREMENTS: (please tick)

Basketball Hoops Retracted (6 in total)

Plastic Chairs (100 available)

Basketball Scoreboard

Lifts

Urn

Event Liquor Licence

Event Food Vending

Reserved Car Parking

Traffic Management Plan

Notice Board (Main car park entrance)

<input type="checkbox"/>	Number: _____
<input type="checkbox"/>	Number: _____
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	Number: _____
<input type="checkbox"/>	
<input type="checkbox"/>	Dates required: _____ to: _____

Graeme Lowe Stand Lounges 1 and 2 (Extras)

Tables

Chairs

26 available	<input type="checkbox"/>	Number: _____
260 available	<input type="checkbox"/>	Number: _____

HIRER'S EQUIPMENT AND SETUP: (please tick)

Floor Layout Plan

Yes ☐ No ☐

Electrical

Yes ☐ No ☐

Decoration

Yes ☐ No ☐

Sound

Yes ☐ No ☐

Structural

Yes ☐ No ☐

Please attach a copy

Specify _____

Specify _____

Specify _____

Specify _____

*Servicing/cleaning during event – (hours to be confirmed by Custodian the following day and invoiced accordingly)

HIRER'S EVACUATION REQUIREMENTS:

Venue	Maximum Attendance at any time?	Total Number of People Attending the Event?
Rodney Green Centennial Event Centre		
Chapman Pavilion Pettigrew Lounge 1		
Chapman Pavilion Corporate Lounge 2		
Graeme Lowe Stand Corporate Lounge 1		
Graeme Lowe Stand Corporate Lounge 2		

PUBLIC LIABILITY INSURANCE: *(please tick)*

Hirer's own Public Liability Insurance

☐ (attach certificate)

Napier City Council's Public Liability Insurance Cover (Hall Hirer's Insurance)

☐**DISCLOSURE:**

I, the above mentioned hirer, acknowledge that I have received and understood the "Conditions of Hire for the Rodney Green Centennial Event Centre, the Chapman Pavilion Pettigrew Lounge 1, the Chapman Pavilion Corporate Lounge 2, the Graeme Lowe Stand Corporate Lounge 1, the Graeme Lowe Stand Corporate Lounge 2 and ancillary facilities", and agree to abide by the same.

Name: _____
(Please print)Signature: _____
Hirer or Authorised Agent

Date: ____/____/____

OFFICE USE ONLY:
 Available: Yes ☐ No ☐ Approved: Yes ☐ No ☐ Confirmed: Yes ☐ No ☐

Signed

Restrictions/Conditions: _____

Evacuation requirements:Senior Floor Attendant NCC ☐ User ☐ Number: _____Floor Attendant/s NCC ☐ User ☐ Number: _____Evacuation Co-ordinator NCC ☐ User ☐**Please tick when completed**Deposit/Bond - Invoiced ☐ Date: _____ No: _____ \$ _____Deposit/Bond - Paid ☐ Date: _____Balance of Account - Invoiced ☐ Date: _____ No: _____ \$ _____Balance of A/c Paid/Bond Refunded ☐ Date: _____ No: _____ \$ _____Floor Plan Received/Approved ☐ Date: _____Projects Events List ☐Copies to Custodian & City Cleaning Services Manager ☐ Date: _____Depot informed - Senior Floor Attendant ☐ Date: _____Liquor Licence Sighted ☐Keys and/or Swipe cards issued ☐ Date: _____ Key: _____ Swipe/c: _____Keys and/or Swipe cards returned ☐ Date: _____ Key: _____ Swipe/c: _____Alarm Monitoring Services notified ☐Site inspected ☐ Date: _____