

# KARANGAHAKE HALL HIRE APPLICATION FORM – CASUAL USE

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Day 1: Hire Date: \_\_\_\_\_

Day 1: Start & Finish Time: \_\_\_\_\_

Day 2: Hire Date: \_\_\_\_\_

Day 2: Start & Finish Time: \_\_\_\_\_

Additional time requirements (if relevant): \_\_\_\_\_

Estimated number of people attending: \_\_\_\_\_

Contact name & phone number of person responsible for care of facility during hire:  
\_\_\_\_\_

## REQUIREMENTS:

Main Hall       Kitchen       Stage       Small Meeting Room

## PROPOSED USAGE:

Meeting       Business/Commercial       Exhibition  
 Private Function       School or Cultural Event       Market

## FIRE SAFETY

For functions of up to 100 people a fire warden must be designated to be responsible for the evacuation of people from the premises.

Please provide the name of the nominated fire warden:

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For functions over 100 people two fire wardens must be designated to be responsible for the evacuation of people from the premises.

Please provide the names of the nominated fire wardens:

Warden 1 \_\_\_\_\_

Warden 2 \_\_\_\_\_

**Note:** The maximum number of people allowable in the hall is 180.

I/We \_\_\_\_\_  
have read and understood the conditions.

I/We agree to appoint a person or persons who will be responsible for making sure that all occupants are accounted for in the event of an evacuation.

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Internet Banking Account no: 38-9020-0134461-00

Your name as reference

**Thank you for choosing to hire our hall!**