

**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: email to [bookit@napier.govt.nz](mailto:bookit@napier.govt.nz); deliver in person to Napier City Council, Customer Service Centre, 215 Hastings Street, Napier; or post to Bookings Coordinator – Parks, Reserves, Sportsgrounds, Napier City Council Private Bag 6010, Napier 4142.

Today's Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Event Details**

Name of Event: \_\_\_\_\_

Main purpose of Event: \_\_\_\_\_

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)  Caterer's details \_\_\_\_\_
- Dining Room  \_\_\_\_\_
- Male Changing Room
- Female Changing Room
- Meeting Room 1 (small)
- 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)  Caterer's details \_\_\_\_\_

**TOILETS:** *(please tick)*

**Rodney Green Centennial Event Centre**

	Required				Serviced*			
	Yes	No	Yes	No	Yes	No	Yes	No
Main Hall Toilets - Male	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Main Hall Toilets - Female	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Foyer Toilets - Male	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Foyer Toilets - Female	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Chapman Pavilion Pettigrew Lounge 1</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Chapman Pavilion Corporate Lounge 2</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Graeme Lowe Stand Corporate Lounge 1</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Graeme Lowe Stand Corporate Lounge 2</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**OTHER REQUIREMENTS:** *(please tick)*

- Basketball Hoops Retracted
- Plastic Chairs (100 available)  Number: \_\_\_\_\_
- Event Liquor Licence
- Event Food Vending
- Reserved Car Parking  Number: \_\_\_\_\_
- Notice Board (Main car park entrance)  Dates required: \_\_\_\_\_ to: \_\_\_\_\_

**Graeme Lowe Stand Lounges 1 and 2 (Extras)**

- Tables 26 available  Number: \_\_\_\_\_
- Chairs 260 available  Number: \_\_\_\_\_

**HIRER'S EQUIPMENT AND SETUP:** *(please tick)*

- |                   |                              |                             |  |                             |
|-------------------|------------------------------|-----------------------------|--|-----------------------------|
| Floor Layout Plan | Yes <input type="checkbox"/> | No <input type="checkbox"/> |  | <b>Please attach a copy</b> |
| Electrical        | Yes <input type="checkbox"/> | No <input type="checkbox"/> |  | Specify _____               |
| Decoration        | Yes <input type="checkbox"/> | No <input type="checkbox"/> |  | Specify _____               |
| Sound             | Yes <input type="checkbox"/> | No <input type="checkbox"/> |  | Specify _____               |
| Structural        | Yes <input type="checkbox"/> | No <input type="checkbox"/> |  | 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 Events 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 Events 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: \_\_\_\_\_ Signature: \_\_\_\_\_  
*(Please print)* Hirer or Authorised Agent

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

**OFFICE USE ONLY:**

Available:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Approved:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Confirmed:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____ Signed								
Restrictions/Conditions: _____								
<b>Evacuation requirements:</b>								
Senior Floor Attendant	NCC	<input type="checkbox"/>	User	<input type="checkbox"/>	Number:	_____		
Floor Attendant/s	NCC	<input type="checkbox"/>	User	<input type="checkbox"/>	Number:	_____		
Evacuation Co-ordinator	NCC	<input type="checkbox"/>	User	<input type="checkbox"/>				
<b>Please tick when completed</b>								
Deposit/Bond - Invoiced	<input type="checkbox"/>	Date: _____	No: _____	\$ _____				
Deposit/Bond - Paid	<input type="checkbox"/>	Date: _____						
Balance of Account - Invoiced	<input type="checkbox"/>	Date: _____	No: _____	\$ _____				
Balance of A/c Paid/Bond Refunded	<input type="checkbox"/>	Date: _____	No: _____	\$ _____				
Floor Plan Received/Approved	<input type="checkbox"/>	Date: _____						
Projects Events List	<input type="checkbox"/>							
Keys and/or Swipe cards issued	<input type="checkbox"/>	Date: _____	Key:	Swipe/c:	_____			
Keys and/or Swipe cards returned	<input type="checkbox"/>	Date: _____	Key:	Swipe/c:	_____			
Alarm Monitoring Services notified	<input type="checkbox"/>							
Site inspected	<input type="checkbox"/>	Date: _____						