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** *(Extra Floor Attendant is required)*
- **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)*

**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**

**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)*

**Graeme Lowe Stand Lounges 1 and 2 (Extras)**
- **Tables** *(26 available)*
- **Chairs** *(260 available)*

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

- **Floor Layout Plan**
- **Electrical**
- **Decoration**
- **Sound**
- **Structural**

*Servicing/cleaning during event – (hours to be confirmed by Custodian the following day and invoiced accordingly)*
HIRER’S EVACUATION REQUIREMENTS:

<table>
<thead>
<tr>
<th>Venue</th>
<th>Maximum Attendance at any time?</th>
<th>Total Number of People Attending the Event?</th>
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<tbody>
<tr>
<td>Rodney Green Centennial Event Centre</td>
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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: ______________________ Signature: ______________________
(Please print) Hirer or Authorised Agent

Date: ____/____/____

OFFICE USE ONLY:

Available: Yes ☐ No ☐ Approved: Yes ☐ No ☐ Confirmed: Yes ☐ No ☐

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 delivered to David Coyle & Phil Tilbury NCC ☐  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: _______