

Booking Details

Please complete the details and return to PO Box 482, Ashburton 7740 or fax 03 308 2665 or info@ateventcentre.co.nz. If you have any questions don't hesitate to contact us on 03 307 2010.

The details in the schedule of charges and the Terms and Conditions (emailed on request) form the basis of the Hire Agreement between the Theatre Trust and the Hirer. Once this form is returned and the booking is confirmed by the ATEC the Hirer is bound by the Terms and Conditions (Schedule A), including those as to cancellation.

Name of Organisation/Person

Contact Name and Position in Organisation

Address

Phone **Fax** **Email**

Description of Hire/Name of meeting

Room/s Required (please specify)

Auditorium / Bradford Room / Green Room / Kitchen / Bar / Foyer / Gallery

Dates of Hire	Pack In / Preparation Time		Doors Open	Show / Function Time		Pack Out Time	
	From	To		From	To	From	To

Expected number(numbers to be confirmed 48 hours prior to event)

Room set up requirements (Please specify)

Theatre style / Boardroom / Classroom / Cocktail

Other room set up requirements e.g. Head table, Table by entrance

Technical Requirements

- ☐ Lectern with mic
- ☐ Mic (Lapel or handheld)
- ☐ Sound
- ☐ Lighting
- ☐ Audio Visual
- ☐ Room/Stage Dressing

Catering Requirements

Catering Menus available (please discuss your requirements with us)

Catering numbers are to be confirmed 48 hours prior to event

- | | | |
|---|-----------------|--------------|
| <input type="checkbox"/> Morning Tea | Number required | Serving time |
| <input type="checkbox"/> Lunch | Number required | Serving time |
| <input type="checkbox"/> Afternoon Tea | Number required | Serving time |
| <input type="checkbox"/> Supper | Number required | Serving time |

Special Requirements: Gluten Free ☐ Number Required Vegetarian ☐ Number Required

Bar Requirements

Bar list available (please discuss your requirements with us)

Serving time:

Cash bar or charge

- ☐ Beer
- ☐ White Wine
- ☐ Red Wine
- ☐ Orange Juice (let us know if you wish an alternative)
- ☐ Soft Drinks
- ☐ Other

Hire Agreement

The Hirer agrees to hire the venue named in the Schedule at the times on the date recorded and agrees to the Schedule of charges and the Terms and Conditions.

Dated 201

By(being a person duly authorized to do so)

Emergency Evacuation for Events hosting up to 45 people.

It is not a requirement to appoint a fire warden; however it is recommended that within the housekeeping matters, attendees are advised of the position of fire exits and the use of the *Emergency Door Release Pads* located at the exit doors.

Where evacuation is required, an audible alarm will sound advising verbally of the necessity to evacuate via the nearest exit.

Emergency Evacuation for Events hosting between 46 and 150 people.

If your event involves having between 46 – 150 persons in the Bradford Function Room, a fire warden from within your organisation **must** be appointed for the duration of the event.

It is a requirement by law that within the housekeeping matters, attendees are advised of the position of fire exits and the use of the *Emergency Door Release Pads* located at the exit doors.

Assembly Point – Across the road on Wills St

Where evacuation is required, an audible alarm will sound advising verbally of the necessity to evacuate via the nearest exit.

High Visibility Fire Warden Jackets are located at the entry door to the Bradford Room alongside the Fire Extinguisher.

The appointed person's role is –

- To first and foremost, ensure the safe evacuation from the building by attendees via the fire exits.
- Contact the appropriate emergency services.
- Prior to the commencement of the event, familiarizing themselves with exit points and the operation of the *Emergency Door Release Pads*.
- Liaise with emergency services.

• Emergency Services

- **Dial 111**
- **Request Appropriate Emergency Service**
- **Advise Location - Ashburton Trust Event Centre**
- **Address – 211a Wills St Ashburton**
- **Nearest Intersection – Cass and Wills Street.**

I have read and understand our obligations to the safety of persons while attending our event.

Signed

Date.....