

**ST JOSEPH'S HALL/TE RAU ORIWA MARAE  
APPLICATION FOR COMPLEX HIRE**

- The Complex comprises:** - A. St Joseph's Hall & Kitchen, Upstairs.  
 B. Te Rau Oriwa Marae & Wharepuni, Downstairs.  
 C. St Mary's Community Room. Available for small group meetings

Any combination of the facilities may be booked. However, if the upstairs kitchen is required by users of the marae & wharepuni, then the whole complex is for their sole use.

**NAME OF APPLICANT:**.....

**CONTACT PERSON:**..... **Email:**.....

**ADDRESS OF CONTACT PERSON:**.....

**TELEPHONE HOME:**..... **WORK:** .....

**DATE OF HIRE:**..... **TIMES OF HIRE:** .....

**REASON FOR HIRE:** ..... **WILL ALCOHOL BE CONSUMED? YES / NO**

**AREA REQUIRED:** -

TE RAU ORIWA MARAE ONLY	
ST JOSEPH'S HALL & KITCHEN ONLY	
TE RAU ORIWA/ST JOSEPH'S HALL & KITCHEN	
COMMUNITY ROOM	

**BE AWARE OF THE LOCAL BY-LAW REGARDING LIQUOR IN A PUBLIC PLACE.**

<b>COSTS:</b>	<b>HIRE CHARGE</b>	\$.....
	<b>LINEN/LAUNDRY CHARGE</b>	\$.....
	<b>CROCKERY &amp; CUTLERY CHARGE</b>	\$.....
	<b>BOND (REFUNDABLE)</b>	<b>\$200.00 (\$400 if alcohol will be consumed)</b>
	<b>TOTAL</b>	\$ <input style="width: 150px; height: 20px;" type="text"/>

**A BOND OF \$200.00 MUST BE PAID TO CONFIRM BOOKING.**

**PAID**

You can pay via internet – A/c no: 02-0792-0354260-02 St. Joseph's Te Rau Oriwa Complex BNZ Wanganui  
 Please put your name as reference and email confirmation of payment to  
 info@catholicparishwhanganui.org.nz

CANCELLATION ONE MONTH BEFORE HIRE DATE, THE BOND WILL BE REFUNDED IN FULL. HOWEVER, AFTER THIS DATE OF CANCELLATION, THERE WILL BE A BOOKING FEE DEDUCTION OF \$25.00. CANCELLATION WITHIN ONE WEEK OF HIRING, THE FULL BOND WILL BE FORTIFEITED. THE BOND IS REFUNDABLE PROVIDED ALL THE ATTACHED ORIWA TRUST.RE COMPLIED WITH AND THE FACILITIES ARE VACATED IN A CONDITION ACCEPTABLE TO THE TE RAU

**NB. 1) THIS BOOKING IS CONFIRMED ONLY BY THE SIGNING OF THIS APPLICATION FORM AND THE PAYMENT OF THE BOND. IF THE BOND IS NOT PAID AND SOMEONE ELSE OFFERS TO HIRE THE COMPLEX AND PAY A BOND, THE TE RAU ORIWA TRUST MAY ELECT TO ACCEPT THE LATER BOOKING. THE BALANCE OF THE HIRE CHARGES MUST BE PAID PRIOR TO UPLIFTING OF THE KEYS.**

**2) FIRE ALARM – SHOULD THIS ALARM BE SET OFF ACCIDENTALLY OR MALICIOUSLY, THE HIRER WILL BE CHARGED FOR ANY COSTS INCURRED – SEE 5.k OF CONDITIONS OF HIRE. HOWEVER, A CALL-OUT FEE FOR RESETING OF THE ALARM WILL BE DEDUCTED FROM THE BOND.**

**3) I HAVE BEEN SHOWN THE EVACUATION PROCEDURES, VESTS AND HAVE RECEIVED A COPY OF THE FIRE EMERGENCY EVACUATION SCHEME.**

**I ACCEPT THE TERMS & CONDITIONS OF HIRE:**

**SIGNATURE OF APPLICANT:** ..... **DATE** .....

**THE TE RAU ORIWA TRUST RESERVES THE RIGHT TO REFUSE ANY APPLICATION.**