**IAMNZ HALL(s) BOOKING FORM** **bookings@inzone.org.nz**

|  |  |
| --- | --- |
| Name of Person Making Booking  |  |
| Mobile Contact Number: |  |
| Email Address: |  |
| Are You Member of IAMNZ: |  |
| Are You A Registered Charitable Organisation |  |
| Your Postal Address: |  |
|  |
| Date of Preferred Booking: |  |
| What is the Event: |  |
| Number of Expected Guests: |  |
| Which Venue do you want to Hire: (Please chose below) |  |
| Level 1, 25 Tui Road – Capacity 200 Guests (Seated) |  |
| Level 2, 25 Tui Road – Capacity 70 Guests (Seated) |  |
| 57 Hillside Road – Capacity 200 Guests (Seated) |  |
| Are Kitchen Facilities Required for cooking: |  |
| IS Fire Required to be Lit for Any Ritual(Allowed on Level 2 Deck Only) |  |
| How many hours do you require the Hall for the Event.Additional Hours Required for Decorators**Hall will be opened one hour before the booking time** | **From: To****From To** |
| Is this a Ticketed Event |  |
| Will Alcohol Be served at Function |  |
| Bond Refund Account Number |  |
| How Did You Know About IAMNZ Facilities | Facebook [Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.] | Word of Mouth[Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.] |
| Website [Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.] | Other [Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.] |

Please note: -After filling out this form, our office will get back to you for confirmation of the booking, depending on the availability. - You shall then be sent an invoice for payment with a copy of our Terms and Conditions - After the full payment is received, only then will the booking be confirmed. Rates are exclusive of GST and included is a refundable Bond that shall be paid into your account within 15 days of thecompletion of event **subject to satisfactory inspection after use of the venue.**