



FILIPINO COMMUNITY CENTRE

92 - 94 Cuba Street, Petone, Lower Hutt

BOOKING FORM

**Please complete this form, sign and return it with your deposit and bond to the
FCC Administrator c/- 1-144 Mairangi Road, Wilton, Wellington 6012.
Email: filcommcentre@gmail.com**

Making A Booking:

- 1.) Discuss the booking with the Administrator.
- 2.) The office Administrator will inform you of the availability.
- 3.) Complete the booking form identifying purpose, dates, time and all rooms required. The time for setting up and packing up must be included.
- 4.) Pay the deposit and bond – please see rates.

Please print details:

Contact Person (responsible for health, safety, security and care of venue when on hire):

First Contact Person: _____

Second Contact Person: _____

Phone: _____ Mobile No: _____

Email: _____

Physical Address: _____

Purpose of Event: _____

Date/s of Event: From _____ To _____

Number of People Attending the Event: _____

Description of Activities to be held: _____

Venue and Time requested: *(Please note: To prevent double booking, please ensure to include setting up and packing up time.)*

Hall - Max capacity of 180	Time In: _____	Out: _____
Front Room 2 (Small) – Max capacity 20	Time In: _____	Out: _____
Kitchen	Time In: _____	Out: _____

Do you require additional items:

- Tables How many: _____
- Chairs How many: _____
- White Board
- Projector
- Screen
- Sound System

Will you require the use of the shower: **Yes / No** *(please encircle)* NOT available yet,

Is this a regular booking? (ie, same day, time and venue) **Yes / No** *(please encircle)*

If Yes, when will it be finished: On going / Number of Occurrences _____ / Date _____

We agree to and will abide by the guidelines attached in the 'Terms and Conditions of FCC Hire'.

Signed: _____ Date: _____

Signed: _____ Date: _____

For Office use only:

Deposit Received: \$ _____ Receipt No.: _____ Date: _____

Bond Received: \$ _____ Receipt No.: _____ Date: _____

Bond to be Refunded (?): _____ Date: _____