



Facilities Hire Application/Enquiry Form

Name of organisation/ person hiring: _____

Organisation type (please circle): Individual / Private organisation / Non profit

Address: _____

Postal address (if different): _____

Contact person: _____

Contact numbers: Daytime: _____ Evening: _____

Mobile: _____ Fax: _____

Email: _____

Contact person during hire: _____

Contact phone number during hire: _____

Event Details:-

Type of booking (concert/ rehearsal/ recording/ workshop):

Description of event:

Expected numbers attending:

Will your event be open to the public?

YES/ NO

Will you require NZSM events stewards for your event?

YES/ NO How many: _____

Rooms available for hire are: Adam Concert Room (seats 140), 209 (large classroom, seats around 40), rehearsal rooms – 211, 110, 113

Other rooms possible on request

Indicate rooms required:

Room	Date	Start Time	End Time

Restrictions on hire:

- no access to the lighting grid for focusing or changing set up
- no portable electrical equipment to be brought into the NZSM facilities unless approved by NZSM
- all other NZSM electrical is strictly unavailable for use unless approved by the NZSM

Special requirements: Please indicate, as applicable.

Equipment	Cost (GST excl.)	YES / NO
Piano (Steinway D)	Whole day \$250	
	Half day \$125	
Piano (Steinway C)	Whole day \$200	
	Half day \$100	
Staffroom kitchen	\$50	
Other (please specify)**: _____ _____ _____ _____ _____	**Please note that some equipment will cost extra to hire. These charges will be outlined in the booking confirmation.	
Tuning of Pianos: Do you require the piano to be tuned before your booking?	\$120	

A standard bond of \$50 is to be payable upon booking confirmation and will be returned on receipt of keys and swipe cards.

Office Use Only:		
Booking approved YES / NO	Booking entered: <input type="checkbox"/>	Agreement sent: <input type="checkbox"/>
Agreement received: <input type="checkbox"/>	Confirmation sent: <input type="checkbox"/>	