**Hikurangi RFC Venue Hire Application**

Please fill out the form below with your details and venue hire requirements.

|  |  |
| --- | --- |
| **Name** |  |
| **Email**  |  |
| **Phone Number** |  |

Booking details:

|  |  |
| --- | --- |
| **Date of Booking** |  |
| **Start Time**  |  |
| **Finish Time**  |  |
| **Guest Numbers**  |  |
| **Any notes or special requirements**  |  |

Please indicate which services you would like to include in the venue hire below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Fee** | **Include** | **Subtotal**  |
| Kitchen and Venue Hire  | $550  | Yes/no |  |
| Use of Bar (you must also select the licensed bar staff if you choose this option) | $50 | Yes/no |  |
| Bar Staff | $20/hr | Yes/no  |  |
| Security Staff | $20/hr | Yes/no  |  |
| Cleaning Fee  | $50  | Yes/no |  |
|  |  |  | $ |

Please note that a 20% deposit is required to secure your booking.

By signing this form, you agree to the below:

Cancellation notice must be given at least 1 week prior to the function date.

Only liquor purchased from the Hikurangi RFC bar can be drank on the premises.

The Client is financially responsible for any damage, breakage or vandalism sustained to Hikurangi RFC premises or equipment by the Client, the Client’s guests.

No smoking.

**Name:**

**Date:**

**Signature:**