

Playcentre Aotearoa's Application for Hire



This form is used to record the formal approval of an application from a third party to hire or use the Playcentre buildings and facilities.

1. Playcentre Information

Date	
Name of Playcentre	
Address of Playcentre	
Playcentre Contact Person	
Phone numbers	
E-mail	
Designation/Position	

2. Hire Scenario - (put "Yes" in the right-hand column for the correct row)

DETAILS OF HIRE/USE SCENARIO	Selection
1. A Playcentre member/family - for a one-off period of less than 24 hours for a family event	
2. A "non-Playcentre" person or community group - for a one-off period of less than 24 hours	
3. A person or community group - for a one-off period of greater than 24 hours	
4. A person or community group - for a regular or ongoing arrangement	
5. A government agency (or associated community group)-for a one-off period or a regular or ongoing arrangement	
6. A business or company - for commercial purposes	



Playcentre Aotearoa's Application for Hire



3a. If it is an Individual Person Wishing to Hire/Use the Premises

Name	
Home Address	
Phone numbers	
E-mail	

3b. If it is an Community Group Wishing to Hire/Use the Premises

Name of Community Group	
Community Group Address	
Contact person	
Home Address	
Phone numbers	
E-mail	
Insurance- (Company/Broker & Policy No)	

3c. If it is an Government Agency (or associated Community Organisation) Wishing to Hire/Use the Premises

Name of Government Agency	
Address	
Contact person	
Phone numbers	
E-mail	
Insurance- (Company/Broker & Policy No)	



Playcentre Aotearoa's Application for Hire



3d. If it is a Business or Company Wishing to Hire/Use the Premises

Name of Business or Company	
Business/Company Address	
Companies Office Reference No.	
Contact person	
Phone numbers	
E-mail	
Insurance- (Company/Broker & Policy No)	

4. Hire Details

Date & Time the Playcentre Facilities are required	
From	To
Purpose for which the Playcentre Facilities are Required	
Anticipated Number of People to be involved in the Event	
No. of Adults	No. of Children
Agreed Financial Arrangements	
Hireage Fee	Bond





5. Confirmations

In signing this Application You are Confirming that:

- the information contained in this application is correct.
- you accept that Playcentre Aotearoa and/or its insurers reserves the right to recover, from you or your insurers, the costs of any damage deliberately or negligently caused to Playcentre property during this event.
- you have been provided with (or given access to) a copy of the "Terms and Conditions for Hire of Playcentre Facilities" document, and that you understand and accept all of the conditions, and that the document forms part of this contract.

Signature of Person Hiring/Using the Playcentre Facilities

6. Application Supported by Playcentre Committee

In signing this Application You are Confirming that:

- the application has been discussed and approved by your Playcentre Committee, as per their agreed processes.
- the Hirer has been provided with (or given access to) a copy of the "Terms and Conditions for Hire of Playcentre Facilities" document, and that you are confident that they understand and accept all of the conditions.

Signature

for the Playcentre Committee

6. Application Approved by Playcentre Aotearoa

Signature

for Playcentre Aotearoa

