



13 Pisces Rd, Glen Eden 0602, P O Box 20559, Glen Eden 0641

Phone (09) 818 2194 Fax (09) 818 2192

Email: manager@glenedencommunityhouse.co.nz, Website: www.glenedencommunityhouse.co.nz

GECH Venue Hire Agreement – One Off Booking

Please write clearly

Name:	
Address:	
Home Number:	Mobile Number:
Work Number:	Email Address:

The purpose of hiring the Glen Eden Community House

DETAILS OF BOOKING

Date of hireage	Room hired <i>Please select</i>	Start & Finish Time	Total Hours	Amount owed for room hire
	Birthday Party \$25.00 p/h House \$40.00 p/h			\$

METHOD OF BOND REFUND *Please select refund method*
An email will be sent once refund is processed

Cheque <i>Please ensure above details are printed clearly</i>	EFTPOS <i>Please sign here when Eftpos refund is received</i>	Direct Credit <i>Please provide your bank account number</i>
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Are you happy to be contacted for a survey? *(Please Circle)* Yes No

I hereby confirm I have read and accepted the terms and conditions detailed overleaf.

I agree to pay the room rental fee on the day I collect the keys either by cash or eftpos.

Signed: _____ Date: _____

OFFICE USE ONLY			
Bond Receipt	Room Rental Receipt	Bond Refunded	No. of People
/ /	/ /	/ /	