



central
baptist
w e l l i n g t o n

Wellington Central Baptist Church

46 Boulcott Street
P O Box 11551
Manners Street
Wellington 6142

Phone: 04-4721920
Email: office@central.org.nz
Website: www.central.org.nz

CLIENT DETAILS

| | |
|---------------|-----------------------------|
| Client | Name of Group/Client: |
| | Also Known As: |

| | |
|----------------|------------------------------------|
| Contact | Contact Person for Booking: |
| | Phone No.: Mobile No.: |
| | Email: |
| | Address: |

| | |
|--------------------|------------------------------------|
| Alternative | Alternative Contact:..... |
| | Phone No.: Mobile No.: |
| | Email: |

| | |
|----------------|------------------------------------|
| Invoice | Invoice Name: |
| | Contact Name: |
| | Address: |
| | Phone No.: Mobile No.: |
| | Email: |
| | |

| |
|----------------------------|
| OFFICE USE ONLY |
| Date Acct Created |
| Account Code |
| |

| | |
|----------------------|---|
| Authorisation | ⇒ I agree not to give the key(s) and alarm code to any one else without the permission of the Bookings Coordinator. |
| | ⇒ I have read and understood the <i>Building Evacuation Procedure</i> . The name of our designated Fire Warden is |
| | ⇒ I have read and understood the <i>Guidelines For Use and Terms & Conditions</i> and agree to abide by them. |
| | Signed Date |



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BOOKING DETAILS

Name of Group:

Event:

Time Required (incl Setup/Packup) : From Until

Booking made by: Date:

Dates Required:

Spaces Required

Price Quoted (excluding GST)

Set Up, Pack Up and Tidy Up: This will be the Hirer's responsibility

Sound requirements: Anything else needed in addition to Central's equipment will be the responsibility of the Hirer.

Catering: Refreshments (coffee, tea, milo, milk, juice etc) is to be organised by the Hirer. This is not provided by Central.

Contact Person for Booking:

Phone Number: Email:

Key Procedure: Alarm Notification:

Date Key Returned:

Additional Notes including Pricing Details:

Empty space for additional notes and pricing details.