



# Devonport RSA

Proudly Serving the Local Community Since 1927

PO Box: 32-187 Devonport 0744 | Address: 61 Victoria Road, Devonport 0624

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## **APPLICATION FORM AND HIRE AGREEMENT FOR HIRE OF DEVONIA HALL**

By completing the form below, the Hirer acknowledges and agrees to the terms and conditions of the Devonport RSA Conditions of Hire Devonvia Hall available from the Secretary, Devonport RSA. Please note there is a 150 person capacity at any one time.

A separate form must be completed for each event.

### **SECTION ONE: Application Form and Hire Agreement**

Hirer's Name: \_\_\_\_\_

On behalf of: \_\_\_\_\_ (Company/Organisation if applicable)

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Nature of Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

Event timings: \_\_\_\_\_ (Such as start, finish, pack in etc.)

Devonia Hall Setup:  Theatre  Classroom  Seminar  Other: \_\_\_\_\_

NB: Previous/following day set up/pack down may be available on request – please indicate below:

\_\_\_\_\_

No. of Guests: \_\_\_\_\_ Catering: \_\_\_\_\_

RSA Bar:  No Bar  RSA Bar Manager  Other Bar Manager

### **SECTION TWO: Hireage Charges (All figures are GST inclusive)**

#### **Hire Fee – Please select from below list**

RSA Members  \$15 per hour ( \_\_\_\_ hours)  \$50 half day  \$100 full day

Local Community (not for profit)  \$20 per hour ( \_\_\_\_ hours)  \$75 half day  \$150 full day

Corporate (negotiable)  Hourly ( \_\_\_\_ hours)  Half day  Full day

#### **Other Fees**

Audio Visual Fee \$30 ( Yes /  No)

Cleaning Fee \$100 ( Yes /  No)

Staffing Fee (Bar Manager) \$25 per hour ( Yes: \_\_\_\_ hours /  No)

#### **Total**

Hire Fee: \_\_\_\_\_

Bond and Other Fees: \_\_\_\_\_ (\$100 bond + AV fee, Cleaning Fee, and Staffing Fee)

Total Charge: \_\_\_\_\_ (Charges may increase due to Other Fees)

#### **Payment**

Booking Fee \_\_\_\_\_ (50% of total Hire Fee) Due by\*: \_\_\_\_\_

Balance \_\_\_\_\_ (remaining Hire Fee + Bond and Other Fees) Due by\*: \_\_\_\_\_

\* Booking Fee due 30 days prior to event. Balance due 2 days prior to event.

**SECTION THREE: Signature**

Hirer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing above you agree to the terms and conditions as set out in the Conditions of Hire of Devonia Hall.

On behalf of the Devonport RSA: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION FOUR: Office Use Only**

*Booking Sub-Committee*

Booking accepted  Yes /  No (Why: \_\_\_\_\_)

Conditions of Hire of Devonia Hall and Emergency Evacuation Procedure provided.  
 No /  Yes (Date: \_\_\_\_\_)

Key issued  No /  Yes (Date: \_\_\_\_\_)

Key returned  No /  Yes (Date: \_\_\_\_\_)

*Treasurer*

Invoice sent  Yes (Amount: \$\_\_\_\_\_ ) /  No

Booking fee paid  Yes (Date: \_\_\_\_\_ Amount: \$\_\_\_\_\_ ) /  No

Balance paid  Yes (Date: \_\_\_\_\_ Amount: \$\_\_\_\_\_ ) /  No

Bond refunded  Yes /  No /  
 Partial refund (Amount: \$\_\_\_\_\_ ) Why: \_\_\_\_\_