



The Auckland SPCA Thelma French Education Centre
Application Form for Corporate Hire

Please complete this form in full and fax to (09) 256 7314 or post to Haley Easterbrook, Education and Conference Co-Ordinator, Auckland SPCA, PO Box 43-221, Mangere, Manukau 2153.

Contact Details:

Name of organisation: _____

Contact name: _____

Address: _____

Phone: _____

Mobile: _____

Fax: _____

Email: _____

Date of Function: _____

Time Required (including setup): Start _____ Finish _____

Set-up requirements:

Number of Attendees: _____

Is there a fee or charge per person? Yes No Amount: \$ _____



Type of Event: _____

What is the purpose of this function?

Areas Required:

- ASB Auditorium
- Harrison Board Room
- Waller Foyer
- Entire Centre

Catering Requirements:

Tea and coffee facilities are available as part of a kitchenette facility within the centre. We can also recommend catering companies to accommodate a range of tastes and budgets. Any cost of catering is additional to that of hiring the facility.

Will you require catering for your event? Yes No

If yes, please indicate the type of food that will be required:

Do you have a preferred catering company? _____

Do you wish to supply alcoholic beverages? Yes No

(If so, you will need to obtain a special liquor license from Manukau City Council, please allow 20 days for processing)

Equipment requirements (No Additional Charges):

- DVD/VCR
- Sky Television
- Laptop Computer
- Projector/Screen
- White Board
- Stage Lighting
- Microphone: lapel podium handheld
- Other _____



Special Requirements:

Please read the following important details regarding your application.

- Applications will not be considered unless this form is completed in full
- Applicants that support the Auckland SPCA policies and principles, as well as financial supporters of the Auckland SPCA (including SPCA Corporate Hope members) will be favoured.
- Applicants that are non-profit and have limited financial resources will be favoured
- Please note that applications received in excess of 14 days from a proposed function will be favoured
- All applicants will be required to pay a 20% deposit at the time of booking.
- All applicants will be required to supply a bond in the form of a cheque or credit card prior to the use of the centre. Please contact the Education and Conference Co-Ordinator to discuss the amount required for your event.

Name (please print): _____

Position (please print): _____

I (the aforementioned) declare that all the information stated above is true and correct and I acknowledge that I have read and understood the hiring agreement

Signature: _____

Date: _____

