



A diverse caring  
Christ-centred community

# Wellington Central Baptist Church

46 Boulcott Street  
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Manners Street  
Wellington 6142

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

## CLIENT DETAILS

<b>Client</b>	Name of Group/Client: .....
	Also Known As: .....

<b>Contact</b>	Contact Person for Booking: .....
	Phone No.: ..... Mobile No.: .....
	Email: .....
	Address: ..... .....

<b>Alternative</b>	Alternative Contact:.....
	Phone No.: ..... Mobile No.: .....
	Email: .....

<b>Invoice</b>	Invoice Name: .....
	Contact Name: .....
	Address: ..... .....
	Phone No.: ..... Mobile No.: .....
	Email: .....

<b>OFFICE USE ONLY</b>
Date Acct Created .....
Account Code .....

<b>Authorisation</b>	⇒ 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 &amp; Conditions</i> and agree to abide by them.
	Signed ..... Date .....

## **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: