**Date** Click or tap to enter a date.

Julie Syme

upperroomkaikoura@gmail.com

0210 323438

Thank you for your enquiry, we hope you enjoy the venue.

We require the following information please.

**NAME:** (organisation) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CONTACT PERSON: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MOBILE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMAIL for account to be sent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE/S OF HIRE:** Click or tap to enter a date. **To** Click or tap to enter a date.

**HOURS OF HIRE FROM \_\_\_\_\_\_\_\_\_\_\_TO \_\_\_\_\_\_\_\_\_\_\_**

We have two hire rates. To help us decide which to charge please indicate.

Local meeting of a community group- not for profit **YES** [ ]  Private celebration **YES** [ ]

Other, speakers, Seminar, training, etc **YES** [ ]

We require you to indicate who is catering if any

**JUST A MEETING YES** [ ]  **NO** [ ]

**KING TIDE YES** [ ]  **NO** [ ]

**NAME OTHER CATERER** Click or tap here to enter text.

**If Alcohol is being served,** please refer to Hall hire Rule 16 This clearly instructs what is required.

Please nominate the person you are making responsible for creating a responsible drinking environment and will look out for your guests while they are at the Upper Room.

**Name** Click or tap here to enter text. **Cell phone number** Click or tap here to enter text.

**EXTRA REQUIREMENTS AVAILABLE**

**Round and rectangle tablecloths Hire $10 each NUMBER** Choose an item.

 **LEAVE IN KITCHEN AFTER USE TEA TOWELS LEAVE IN KITCHEN**

**CHINA, CUTLERY (THERE IS AN ASSORTMENT IN DRAWERS YOU ARE WELCOME TO USE)**

**MATCHING CHINA, GLASSWARE AND CUTLERY AVAILABLE BY NEGIOTATION**

**ALL EQUIPMENT MUST BE PUT AWAY CLEAN AND BREAKAGES NOTIFIED PLEASE**

**CLEANING: See rules #9**

**Cleaning fee $100 YES** [ ]  **NO** [ ]

**Self-cleaning YES** [ ]  **NO** [ ]

All dishes are your responsibility to clean and remove rubbish. Thank You.

**ELECTRONIC EQUIPMENT**

There is a TV you can connect to your computer via HDMI and a elementary sound system

For a fee we can give access to the full sound system and microphones on negotiation

**Do you require Mics/stands YES** [ ]  **NUMBER** Click or tap here to enter text.

**THE UPPER ROOM RULES ARE ATTACHED AND WE ASK YOU TO CONFIRM.**

**YOU AGREE BY RETURNING THIS SHEET** [ ]

**QUOTE WILL FOLLOW ALL PRICES ARE GST EXCLUSIVE**

**To secure booking we may require a non-refundable deposit if asked for.**

**PLEASE RETURN TO** **upperroomkaikoura@gmail.com**

Regards Julie Syme 0210323438 Office use – quoted amount $ Ex gst