

Rolleston Community Centre

Expression of Interest 2022 calendar year

1. Name of group/individual: _____

2. Name of contact people: _____

3. Contact email: _____

4. Contact phone: _____

Preferred contact method: Email Phone

Preferred contact time/days: _____

Space requirements and activity detail:

Please provide some background for the space you require, including:

5. The type of activities your group will be engaging in _____

6. The number of people expected to participate in the activities of your group _____

7. The type/size of space you require _____

8. Does your group require access to kitchen facilities on a regular basis? Yes No

a. If yes, please provide details _____

9. Does your group require storage space (please note there is very limited storage space available and there is **no space available** for perishable, dangerous or flammable goods) Yes No

a. If yes, specify the sort of equipment/materials requiring storage _____

b. If yes, will your group still be interested in booking if no storage space is available Yes No

10. Please specify any other aspects of your activity or group that require consideration by the Council in regards to booking (eg noise)

11. Please specify frequency of booking requirement (tick any that apply):

a. More than once a Week	Yes	No	e. Quarterly	Yes	No
b. Weekly	Yes	No	f. During School Holidays only	Yes	No
c. Fortnightly	Yes	No	g. Never in school holidays	Yes	No
d. Monthly	Yes	No	h. Other, please specify _____		

Date and time requirements:

Start date _____ End date _____

Start time _____ End time _____

Hirer's individual or group type:

Individual Local community group Not-for-profit organisation Commercial organisation/business

I/We acknowledge that this is an Expression of Interest and does not constitute a confirmed booking.

I/We agree that Selwyn District Council has the right to review all bookings at Rolleston Community Centre annually and therefore cannot guarantee a long term or permanent booking.

I/We acknowledge that there is a need for flexibility from groups, which may mean there may be limitations to the physical space during the course of repurposing of the building

I/We acknowledge that Selwyn District Council reserves the right to negotiate one off/time limited changes based on need/demand

I/We are prepared to have some flexibility in terms of booking days/times, if necessary

I/We understand the cost of hire depends on category of hirer, space requirements, and frequency/duration of hire

I/We agree to being contacted with information/updates in regards to Rolleston Community Centre

Signed _____ Name _____

Date _____

- Save your completed form and email to martine.hearfield@selwyn.govt.nz, or
- print out and complete the form by hand, and return to Rolleston Community Centre.