

Facility Hire Booking Enquiry

Please complete this enquiry form ensuring you fill out all sections.

This booking is not guaranteed or confirmed until written confirmation is issued by the booking team at Selwyn District Council.

Please note Selwyn District Council policy strictly states that there is no BYO alcohol at any of our facilities, however, alcohol can be supplied if you use a licensed caterer or you can apply for a special license.

Name of hirer _____

Business name _____

Hire description _____

Will alcohol be available at your event Yes ☐ No ☐

Approx. number of attendees _____

Preferred venue _____

Second choice if preferred venue is unavailable _____

Hire date: _____ Hire time* _____

(*Ensure set up, pack down and cleaning time is included.)

Please note: All events need to be finished by midnight and all cleaning (floors, kitchen, toilets etc.) completed within this time.

Booking contact:

Address _____

Phone _____ Email _____

On-site contact:

Address _____

Phone _____ Email _____

Notes _____

Signature _____ Date _____

For all bookings including functions and events, payment is required in advance of the date of your booking. A bond, security guard or cleaning fee may be charged in addition to hire fees depending on the event. The bond refund will be arranged after the event and is conditional upon the terms and conditions of the hire being met.

To secure your booking please complete sign and return this form to:
bookings@selwyn.govt.nz

For any enquiries contact us:
bookings@selwyn.govt.nz / 0800 BOOK IN (266546)

