

Facility Hire Expression of Interest

Please complete the form below to register interest in a regular booking during the 2023 calendar year. Expressions of interest will be accepted until 30 September 2022, after which other regular bookings will be considered.

Name of hirer/organisation _____

Hirer/organisation address _____

Hire description _____

Facility/Location (if known):

First preference: _____ Second preference: _____

Booking contact _____ Email _____

Phone: Day _____ Afterhours _____

On-site contact _____ Email _____

Phone: Day _____ Afterhours _____

Booking dates and times

If you are planning to book multiple sessions with different frequencies, please use additional rows. If you are making bookings for different events, or at different locations, please complete an additional form.

Hire Frequency _____
(E.g.: Weekly on Mondays, monthly on the first Wednesday of the month, etc.)

Hire times _____
**Ensure set-up, pack down and cleaning time are included*

Hire Frequency _____

Hire times _____

Hire Frequency _____

Hire times _____

Hire Frequency _____

Hire times _____

Hire Frequency _____

Hire times _____

Facility Requirements

Approx. number of attendees _____

Open to the public: ☐ No ☐ Yes, direct public enquiries to: _____
Indicate yes if your sessions are open to new members or casual attendees and you would like us to pass this information on to members of the public.

Will Alcohol be served?

Note: BYO is not permitted across Selwyn District Council facilities.

☐ No ☐ Yes (you will be required to discuss this with a booking agent prior to confirmation)

Notes

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

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

