



Riverside Rd, Orewa 0931. PO Box 345, Orewa 0946, Auckland New Zealand.
Tel: 64 9 427 3045 Fax: 64 9 426 5415 Email: artsandevents@oc.school.nz

HIRE AGREEMENT

Hirer Details

Organisation

Name

Position in Organisation

Mobile

Ph

Email

Address

Bank Account number of Organisation or Individual hiring (for bond refund)

Designated Fire Warden (refer to Fire Safety information)

Details of Hire

Date(s) and times required

Type of function and areas to be hired

Other equipment or rooms required/hired

Technical assistance required/Other details

Alcohol: (Please circle)

SELLING

BYO

SUPPLY

Note: If alcohol is to be sold or is included in the ticket price, an Auckland Council Special License is required. Call 0800 426 5169 or visit www.aucklandcouncil.govt.nz.

Security: **YES** **NO** (Orewa College reserve the right to request a security presence.)

I declare that I am authorised to act on behalf of the above mentioned Hirer and hereby make application to use the facilities set out in the schedule here-under. I declare that I have read the Conditions of Hire document and that I agree that I or the Hirer will pay charges for such hire in accordance with details above and will comply with Conditions of Hire that form part of this agreement.

Signed

(Authorised representative of the hirer)

(Orewa College)

Date

Key No.

Security Code No.