



REQUEST TO HIRE CBHS SCHOOL HALL

All users, their function and purpose of hire must align with the values and strategic direction of Christchurch Boys' High School. This will be determined by the Headmaster or his delegated representative.

Date of Event			
Hirer Entity			
Contact Name			
Email Address			
Telephone		Mobile	
Booking Entity	<input type="checkbox"/> Community <input type="checkbox"/> Commercial <input type="checkbox"/> School <small>(Note: A community group is defined as a group who is 'not for profit' whose prime aim is to deliver community benefits.)</small>		

Event Type	<input type="checkbox"/> School Event <input type="checkbox"/> Concert <input type="checkbox"/> Social <input type="checkbox"/> Other			
Period of Hire:	<input type="checkbox"/> Full Day <input type="checkbox"/> Half Day <input type="checkbox"/> Evening <input type="checkbox"/> No. Hours _____			
Event Name				
Short Description: <small>(Include start/finish time)</small>				
Number Attendees:				
Equipment Required				
<input type="checkbox"/> Data Projector <input type="checkbox"/> Screen <input type="checkbox"/> Sound/Microphone <input type="checkbox"/> Lighting				
<small>Please note that all technical equipment in the school hall must be operated by an inhouse technician at the Hirer's cost.</small>				
Notes				
1. We will let you know whether your booking is confirmed within seven days of receiving this completed form from you. 2. Refer to Information for Users for details and costs.				

Please return this completed form to: events@cbhs.school.nz or post to CBHS, PO Box 8157, Christchurch.

CBHS Official Use only

Approved / Declined _____ / /
 Senior Master/ Headmaster

Hall Diary Noted Reply to Hirer Hire Agreement sent