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	
Period of Hire:	☐ **Full Day** ☐ **Half Day** ☐ **Evening** ☐ **No.Hours _____**
Start & Finish Time:	
Event Name	
Event Type	☐ **School Event** ☐ **Concert** ☐ **Social** ☐ **Other**
Short Description:	
Number Attendees:	
Equipment Required	
☐ **Data Projector** ☐ **Screen** ☐ **Sound/Microphone** ☐ **Lighting** *Please note that all technical equipment in the school hall must be operated by an inhouse technician at the Hirer's cost.*	
Other equipment or space required:	

Hirer Entity			
Contact Name			
Email Address			
Telephone		**Mobile**	
Booking Entity	☐ **Community** ☐ **Commercial** ☐ **School** *(Note: A community group is defined as a group who is 'not for profit' whose prime aim is to deliver community benefits.)*		

Note: Refer to our website http://www.cbhs.school.nz/our-community/facility-hire-school-hall 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