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**MĪHARO VENUE BOOKING FORM**

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| **CONTACT DETAILS** | | | |
| Organisation/Group Name | Click or tap here to enter text. | | |
| Contact Person | Click or tap here to enter text. | | |
| Phone Number | Click or tap here to enter text. | | |
| Email Address | Click or tap here to enter text. | | |
| Billing Email Address: | Click or tap here to enter text. | | |
| Billing Address | Click or tap here to enter text. | | |
| **EVENT DETAILS** | | | |
| Booking Type | Choose an item. | | |
| Frequency | Choose an item. | | |
| Event Name | Click or tap here to enter text. | | |
| Purpose of Booking/Event Description | Click or tap here to enter text. | | |
| Preferred Date(s) | Click or tap to enter a date. | | |
| Event Start Time | Click or tap here to enter text. | | |
| Event End Time | Click or tap here to enter text. | | |
| Number of Attendees (approx.) | Click or tap here to enter text. | | |
| **SPACE REQUIREMENTS** | | | |
| Spaces Required | Choose an item. | | |
| During Work Hours  9am – 5pm  (1 space available) |  | After Hours  (up to 3 spaces available) | Choose an item. |
| On-site Car Park |  | Chairs | Enter Number. |
| Kitchen Facilities (Tea/coffee/milk provided) |  | Tables | Enter Number. |
| Printer/Scanner/Copier |  | Smart TV |  |
| Sound Speaker |  |  |  |
| **CATERING PREFERENCES** | | | |
| Do you require catering? | Please Select. | | |
| If yes, please select all that apply | Please Select. | | |
| Dietary Requirements | Click or tap here to enter text. | | |
| Preferred Serving Time(s) | Click or tap here to enter text. | | |
| **ADDITIONAL REQUESTS/NOTES** | | | |
| Click or tap here to enter text. | | | |
| **DECLARATION** | | | |
| For bookings occurring outside of standard operating hours, I acknowledge that I am required to:   * Attend a mandatory venue walkthrough prior to the booking date (to be scheduled with Mīharo staff). * Collect a venue key during business hours at least one day prior to the event. * Return the key promptly following your booking, as agreed with Mīharo staff.   Lost Keys: A replacement fee of $150 will be charged for any lost or unreturned keys.  I acknowledge that I have read and understood the Mīharo Venue Usage Terms & Conditions (to be provided separately).  I agree to leave the space clean and tidy, and to report any damage immediately. | | | |
| Name | Enter Name. | | |
| Signature | A white square with a blue background  AI-generated content may be incorrect. | | |
| Date | Click or tap to enter a date. | | |
| **Please email your completed form to kiaora@miharo.org** | | | |

