

## FACILITIES HIRE FUND APPLICATION FORM

- An organisation can only receive this funding once per financial year (1 July – 30 June);
- Applications must be submitted a minimum of one week before the event being applied for;
- The maximum that can be approved when a cover/door charge is in place is \$200.00;
- The maximum that can be approved when there is no cover/door charge is \$400.00.
- In the event of a successful application, if your booking exceeds the amount that can be approved, your organisation will be expected to pay the remaining amount.

### About Your Organisation:

Name of your organisation: \_\_\_\_\_

Legal status of organisation: \_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

### Contact People:

Name	Position in organisation	Daytime phone number
<i>Main contact:</i>		
<i>Secondary contact:</i>		

How long has your organisation been operating? \_\_\_\_\_

What are your organisations main objectives/purpose?

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

**What Council facility are you planning to hire and the date of that hire:**

*Please note, you need to book the facility directly with the appropriate organisation. Applying for this fund is not the process for booking a facility.*

<b>Council owned facilities:</b>	<b>Venue (tick)</b>	<b>Date</b>
Pulse Energy Recreation Centre - Stadium		
Pulse Energy Recreation Centre - Buller Electricity Aquatic Centre		
Pulse Energy Recreation - Holcim Room		
Pulse Energy Recreation – Hockey Turf		
NBS Theatre - Auditorium		
NBS Theatre - Screen Room		
Sue Thomson-Casey Memorial Library - Meeting Room		
Reefton Community Centre		
Reefton Swimming Pool		

**About your event:**

Please tell us about your planned event (please do not say ‘see attached’ – If you wish to attach a project outline or plan then please do so, but summarise your project here).

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Are you charging an entry fee, if yes please indicate how much and what this fee is intended to cover:

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**About the funds you are applying for:**

How much will your event cost in total?

How much are you requesting from this fund? (Specific price)

**Your declaration:**

I/We hereby declare the information supplied in this application is correct. If required, I/we agree to participate in any funding audit of our organisation conducted by Buller District Council.

I/we also consent to Buller District Council collecting, retaining and using the contact details of our organisation that have been listed in this application. I/we confirm we have the authority to provide these details and to commit the organisation to this application.

<b>Name</b>	<b>Signature</b>	<b>Date</b>
<i>Main contact:</i>		
<i>Secondary contact:</i>		

**PLEASE NOTE:**

- Complete one application form per project.
- Applications need to be submitted a minimum of one full week before the event you are applying for.
- Council's Community Services Officer is available if you require assistance, phone 788 9111.
- Retrospective applications are not accepted.
- If funds are approved, this amount will be automatically deducted from the invoice you receive for the hire. If this grant covers the entire cost, then you will receive no invoice.

Send to:  
**Facility Hire Grants Application**  
**Buller District Council**  
**PO Box 21**  
**Westport 7866**

<b>For office use only:</b>				
	<b>Approve</b>	<b>Decline</b>	<b>Signature</b>	<b>Date</b>
Garry Howard (Mayor)				
Community Services Officer: Name:				