



Villa Maria College
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LEARN TO PRIZE WHAT IS OF VALUE

REQUEST FOR VENUE HIRE

Please complete this form to request hire of one or more of Villa Maria College's venues.
The purpose of hire must align with the values of Villa Maria College, as determined by the Principal, or Principal's delegate.

Date of Event:	
Period of Hire: <i>Set up and pack down / clean up time is charged as part of the hire period</i>	Set up date and time: Event start date and time: Event finish date and time: Date and time to leave site:
Event Name:	
Event Type:	<input type="checkbox"/> School Event <input type="checkbox"/> Community Event <input type="checkbox"/> Commercial / Private Event
Description of Event:	
Number of Attendees:	
Venue Required:	<input type="checkbox"/> Auditorium <input type="checkbox"/> Hall <input type="checkbox"/> Gymnasium
Hirer Entity:	
Contact Name:	
Email Address:	
Telephone:	

Please return this completed form to: Mrs Patricia James, email pja@villa.school.nz
or post to Villa Maria College Venue Hire, 21 Peer Street, Christchurch 8041

Upon approval, you will be sent Venue Hire costs and terms and conditions of hire.

VMC OFFICE USE ONLY

APPROVED / DECLINED signed _____ by Principal on _____ (date)