



**PALMERSTON NORTH REGION - BOOKING FORM**

Name of Conference/Event .....

Company Name .....

Billing Address .....

Contact Name .....

Position .....

Contact No.(s): Work.....A/H.....Mobile.....

Email address.....

2<sup>nd</sup> Contact details: Name.....

No.(s): Work.....A/H.....Mobile.....

Email address.....

**ROOM DETAILS:**

Date(s) Required: .....Capacity Required.....

Date(s) Required: .....Capacity Required.....

Time(s) Required: From..... am / pm to.....

Time(s) Required: From..... am / pm to.....

Other information: .....

Having completed the booking form and read the terms of venue hire of this contract, I/We agree to the conditions therein:

Printed Name .....Signature.....

Company .....Date.....

**Other Information:**

**Catering (supplied by Wharerata)**

If you require catering for your event, please contact Wharerata directly email: [wharerata@massey.ac.nz](mailto:wharerata@massey.ac.nz) or phone (06) 356 9099 ext 85384.

**Carparking information**

Massey University has a number of casual parking options available. The largest and most convenient parking is situated within Orchard Road Carpark. Further information [https://www.massey.ac.nz/massey/staffroom/campus-services/regional-facilities-management-manawatu/traffic-and-carparks/traffic-and-carparks\\_home.cfm](https://www.massey.ac.nz/massey/staffroom/campus-services/regional-facilities-management-manawatu/traffic-and-carparks/traffic-and-carparks_home.cfm)

**Information Technology Assistance**

If you require assistance with information technology, please contact our IT department directly email: [Service.desk@massey.ac.nz](mailto:Service.desk@massey.ac.nz) or phone (06) 356 9099 ext 82111.

**Cleaning**

Please note - if your event is held during a weekend, non-semester time or public holiday, then an extra clean is required and will be quoted at the time of confirming your venue booking.

**Other queries**

Please call the Facilities Management Help desk (06) 356 9099 ext 82288.

**Additional Notes:**

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Web link to the Massey map: <http://contact.massey.ac.nz/massey/fms//About%20Massey/contact-us/maps/PN.pdf>

To confirm your booking, please return completed forms to:  
Facilities Management (PN 471)  
Massey University  
Private Bag 11 222  
Palmerston North, NEW ZEALAND

Phone: DDI 06 350 5888, 06 356 9099 Ext 82288  
Email: [PNroombookings@massey.ac.nz](mailto:PNroombookings@massey.ac.nz)

**TERMS AND CONDITIONS OF HIRE**

**VENUE ACCESS & PROCEDURES:**

- All Palmerston North after hours bookings (ie after 5 pm or weekend) must contact Facilities Management Helpdesk at least 72 hours before the booking on extn 82288 for access to the building and room.
- Should you require any assistance after hours, please contact Security on 0800 6277 50 or Ext 85030.
- The hirer is requested to ensure that they leave the venue hired in a respectable condition. Please ensure that you clean the whiteboard prior to departure and return furniture back to its original setting.
- Hirers are requested to familiarise themselves with the exits in the building and explain these to their groups in the event of an emergency. Warden requirements are provided when you book space. Please ensure you read this documentation.
- Massey University is a smoke free campus.

**CLEANING SERVICES:**

*Please note - if your event is held during a weekend, non-semester time or public holiday, then an extra clean is required and will be quoted at the time of confirming your venue booking.*

**TERMS OF VENUE HIRE CONTRACT:**

Permission to hold a meeting at the University is not transferable to any other person or organisation. The premises are to be used only for the purpose stated on the application form. The hirer is not permitted to use the grounds for any purposes, such as the erection of tents etc, without prior written consent from the University. No advertising is to contain any statement or implication that the University is associated with the event, other than the provision of the venue.

**CONFIRMED BOOKING(S):**

A Booking can only be confirmed when the application form for hire is duly completed and returned.

**LIABILITY:**

The University cannot accept any liability whatsoever for loss or damage to articles left on the premises or grounds and accepts no responsibility for injury to delegates or guests whilst on or in University property. The hirer is advised to take out an appropriate insurance policy/coverage. The University does not accept any liability whatsoever in the event of a loss of facilities or services as a result of fire, earthquake, flood or other disaster that prevents the holding or causes the cancellation of the booking as a direct result of the occurrence.

**PAYMENT DETAILS:**

Should the venue hire charge exceed \$500.00, a 20 % non-refundable deposit may be required. A credit application form is also required for venue hire charges exceeding \$ 500.00. Invoices are payable within 20 days from invoice date.

**CANCELLATION:**

Cancellation must be received in writing no less than 7 days before the event. Failure to do so will result in the full venue hire charge being charged.

Having read the terms of venue hire of this contract, I/We agree to the conditions therein:

Printed Name ..... Signature.....  
 Company ..... Position.....  
 Date .....