

CEDA Booking Request Form

Please refer to the CEDA website (<https://ceda.nz/contact/ruahine-room-booking-enquiry>) for prices, etc

Minimum requirement for room hire is a half day booking

Date of Event

Event start and finish times

Access and Departure times
(add set-up/pack-down time)

Organisation or Name

Contact person & phone no

Send invoice to:

Name of event

Number of people

Person in charge on day of event

Set up and pack down

Room layout

(Please complete this section even though set up/pack down is self-care as we use this information to determine required room size)

Equipment requirements

Tea/coffee requirements

Please refer to the CEDA website for available Options and charges. Options 2 is only available during weekday business hours Water is complimentary to daytime room bookings

Food/Catering

CEDA does not do catering. You may provide your own food or arrange for your preferred caterer

	Start time:	End time:
	Access from: <i>(Including set up time required)</i>	Departure by: <i>(Including pack down time required)</i>
		Purchase Order #
	Email:	
	<input type="checkbox"/> Self-care <i>(a fee may be charged if the room is not returned to default setting)</i>	
	<input type="checkbox"/> Ruahine Room (Boardroom) Seats 30 for workshops or 40 theatre style	
	<input type="checkbox"/> Smart TV <input type="checkbox"/> Projector Screen <input type="checkbox"/> Camera/Soundbar <input type="checkbox"/> Whiteboard <i>(pens not provided)</i>	
	Preferred Option (choose only one option)	
	<input type="checkbox"/> Option 1 [hirers own supplies no tea or coffee options required] <input type="checkbox"/> Option 2 [CEDA provides supplies instant coffee, tea bags and milk as per prices on website)	
	Food will be delivered to CEDA at: By: <i>(Please ask your caterer to sign in on tablet in foyer when making deliveries)</i>	

For Office Use Only

Room booked

<input type="checkbox"/> Community Use	<input type="checkbox"/> Registered Charity	<input type="checkbox"/> Not for Profit	<input type="checkbox"/> Business/Corporate
<input type="checkbox"/> Fob Key required	<input type="checkbox"/> Quote required		
<input type="checkbox"/> Health & Safety for Use of rooms	Quote No	Emailed/...../.....
<input type="checkbox"/> Conditions & Terms of Hire Agreement	Invoice No	Emailed/...../.....

Email to: accounts@ceda.nz