

# Waitomo District Council

## Hall Hire Contribution

Waitomo District Council Hall Hire Contribution focuses on providing financial assistance for non-profit community organisations that support community led projects and initiatives. These projects and initiatives must be aligned with Council's adopted Plans and Strategies and contribute to and support the social, cultural, economic and environmental well-being of the Waitomo District.

### Who can apply?

Non-profit incorporated organisations and community groups.

### How do I apply?

- Confirm availability and value of proposed hire of hall with Waitomo District Council Customer Service staff
- Complete the Application Form in full
- Submit your application 2 weeks prior to the proposed hire date

### When will I know?

Applicants will be advised if the application is successful for a contribution within 1 week of submitting the application.

### What can be considered for a contribution?

- Hall hire for the Les Munro Centre, Piopio Memorial Hall and Te Kuiti Railway Station Buildings 1 and 3
- A full or partial contribution will be considered
- Maximum of two applications per financial year is considered

### What will not be considered for a Hall Hire Contribution?

- Hall hire of a private nature
- Hall hire that has commenced or has been completed at time of application
- Organisations with overdue Accountability Reports from Waitomo District Council grant funding



## 1. About your Organisation

Organisation Name

Contact Name

Postal Address

Contact Numbers

Mobile

Alternative Contact Number (if Applicable)

Email

## 2. Your Event

What is the event your organisation requires hall hire for?

Name of Hall Hired

Start Date of Hall Hire

End Date of Hall Hire

Start Time of Hall Hire

End Time of Hall Hire

**Expenditure (A)**

Cost of Hall Hire

\$

**Income (B)**

Organisations contribution to Hall Hire

\$

**Total Amount Applied for  
(A - B)**

\$

## 3. Declaration

This declaration must be signed by one person from your organisation who is 18 years of age or older with the authority to sign on behalf of the organisation.

**On behalf of: (full name of organisation)**

**I, the undersigned, declare the following in submitting this application:**

1. I am authorised to do so and to the best of my knowledge the information contained herein is true and correct.
2. I consent to the Waitomo District Council collecting, retaining, disclosing and using the information and contact details of my organisation, provided in this application.
3. I consent to the Waitomo District Council obtaining information relating to this application from any other government department, person or organisation.

Name

Position

Signature

Date

Customer Service Use Only

- All sections of the application are completed.
  - All figures in the application are correct.
- Once completed please pass on for scanning.

Manager - Community Development Use Only

- All sections of the application are completed.
- All figures in the application are correct.
- The event aligns with Council Plans and Strategies and contribute to and support the social, cultural, economic and environmental well-being of the Waitomo District.
- The organisation is a non-profit incorporated organisation or community group.
- The hall hire is not of a private nature.
- The hall hire has not commenced or been completed.
- The organisation has no overdue Accountability Reports from previous grants.
- There is sufficient funds available to contribute to the Hall Hire Subsidy.
- Request for Journal entry completed.

**Amount Funded: \$**

Signed MANAGER - COMMUNITY DEVELOPMENT:

Date:

**Please send completed applications to:**

Waitomo District Council  
PO Box 404  
Te Kuiti 3941

Ph: 07 878 0800  
Fax: 07 878 7771

Email: [info@waitomo.govt.nz](mailto:info@waitomo.govt.nz)