



**WANAKA PRIMARY SCHOOL FACILITIES BOOKING REQUEST**

Circle facility to be booked:      Courts                      Hall                      Classroom  
(PLEASE CIRCLE)

Is the booking regular /seasonal                                      Yes/No

OR

Casual/one off sessions    Yes/No

GROUP NAME: \_\_\_\_\_

Is the event/activity profit or non profit? \_\_\_\_\_

What will you be using the facility for (PURPOSE OF USE)?:  
\_\_\_\_\_  
\_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CONTACT PHONE: \_\_\_\_\_                                      EMAIL: \_\_\_\_\_

DAY(s) and TIME(s) of booking request:

**The Wanaka Primary School Board of Trustees will consider your booking request and respond in writing to the email address listed above.**

Please provide any additional information to assist with this booking? Eg history, profit designation, community involvement, links to Wanaka Primary School etc. In applying to use school facilities the hirer agrees to the terms and conditions as detailed in the guidelines contained in Procedure: Hire of Wanaka Primary School courts, classrooms and hall.

Signature: \_\_\_\_\_                      Name \_\_\_\_\_                      Date \_\_\_\_\_

On behalf of (name of group) \_\_\_\_\_