

## **Welcome to the Eastview Events Booking Enquiry Page.**

*Thank you for your enquiry about booking our premises for your event.*

*Please complete the following details so that we can assess the best option for your event if space is available. Please email your completed form to [office@eastviewbaptist.org.nz](mailto:office@eastviewbaptist.org.nz)*

*We will contact you once this has been received and assessed.*

First Name:

Surname:

Organisation:

Not for Profit:    Yes      No

Contact Person (if not same as above):

Phone Number:

Email:

Address:

Do you currently attend any events at Eastview Baptist church?    Yes      No

If yes which?

Casual Booking:    Yes      No

Permanent Booking:    Yes      No

Date Required:

Time Required:

Number of people expected to attend:

Adults:

Children:

Requirements:    Tables

Chairs

Tea/Coffee facilities

TV

Whiteboard

Whiteboard Markers

Sound for vocal

Sound for Video

Data Projector and computer

DVD player

Please briefly explain the purpose of your booking

Thank you for completing your application. We will contact you shortly.

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**OFFICE USE ONLY:**

Application - Approved by:

Declined:

Calendar:

Booking form Sent: