

Brooklyn Community Centre Expression of Interest Form 2025 for Regular Hirers/Users

We are accepting Expressions of Interest from all groups interested in hiring/using the Brooklyn Community Centre in 2025. Potential users of our Community Centre who would like to make a regular booking are invited to request space and outline their intentions for the year ahead. See below for more details.

Hirers/users will also need to fill in and sign the booking form once booking is confirmed.

Please note: use of a space you may have booked this year does not guarantee you will secure the same time and space next year. In the event of user groups competing for regular use of the same space we will contact all parties to discuss options.

Unavailable Times

Monday – Friday - daytime bookings are available only during school terms due to School Holiday Programme running at the Centre.

Monday – Friday – daytime bookings are not available between the hours of 2.30pm and 6pm during school terms due to After School Care running at the Centre.

Please ensure you enter your **first** and **second** choices in the tables below. You may use a separate sheet if you need more space to include term breaks, holidays, or multiple booking spaces.

(Please complete all sections of this form for your request to be considered)

Name of Group/ Individual:

Contact:

Address:

Mobile: **Email address:**

Summary of Charges: GST Inclusive

Hall	\$21 per hour
Lounge	\$17 per hour
RSA Room	\$15 per hour
Kitchen	\$ 7 per hour with other room hire \$13 per hour kitchen only

Please tick which space/s you are interested in booking:

Hall Lounge RSA Room Kitchen

First Choice

Room	Day of week	Start date	Finish date	Recurrence	Start time	Finish time	No. in group

<i>Eg. Hall</i>	<i>Tuesday</i>	<i>18 Jan</i>	<i>13 Dec</i>	<i>fortnightly</i>	<i>6pm</i>	<i>7pm</i>	<i>20</i>
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Second Choice

Room	Day of week	Start date	Finish date	Recurrence	Start time	Finish time	No. in group

Purpose of use for space/spaces:

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Signed: **Date:**

Thank you for your Expression of Interest; please send this completed form to Euan Harris, Centre Coordinator by either emailing to: coordinator@brooklyncommunitycentre.org.nz or dropping off/ mailing to:
 Brooklyn Community Centre, 18 Harrison Street, Brooklyn 6021
 Phone: 04 384 6799