



PERMIT TO USE KINGSTON DISTRICT COUNCIL CHAMBERS

Name: _____

Organisation/Business: _____

Address: _____

Phone Number: _____

Permit required for:

Annual Use of Council Chambers for meetings/functions of the organisation throughout the calendar year. Dates/times each usage to be provided to Council as required.

Single Use of Council Chambers for a meeting/function to be held on _____ 200 , between the hours of _____ and _____.
(Date)

General Conditions of Permit

1. Keys for the Council Chambers must be collected by 5pm on the day of the meeting. There is a \$20.00 deposit on the keys, which will be returned to the applicant once the keys have been returned. Keys must be returned by 10 am on the morning after the meeting/function.
2. Refreshments for the meeting/function are to be provided by the Permit Holder or requested of Council and subject to condition 3.
3. Permission must be sought for the use of items from the Council kitchen ie, cutlery/crockery. These items must be washed and put away at the conclusion of the meeting/function.
4. If the meeting/function involves the service of alcohol, permission must be obtained from the Chief Executive Officer and any damage or cleaning costs will be charged to the permit holder.
5. At the completion of the meeting/function tables, chairs and other furniture must be placed in their original positions.

