

# Laura Fergusson Community



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Fairfield  
Lower Hutt

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Charities Commission No. CC 31977

## Venue Hire Request Form

Contact Person: \_\_\_\_\_

Organisation: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Type of Event: (e.g. Meeting, Conference, Other – brief description please)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Event: \_\_\_\_\_

Time and Duration of Event: \_\_\_\_\_

Preferred Set up: (please see our options attached in the venue hire pack)

\_\_\_\_\_

Number of Attendees Expected: \_\_\_\_\_

Other Requirements:

Catering \_\_\_\_\_

\_\_\_\_\_

Sound System \_\_\_\_\_

\_\_\_\_\_

Equipment \_\_\_\_\_

\_\_\_\_\_

Please Outline any intended Publicity for your Event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please email the completed form to [reception@lft.org.nz](mailto:reception@lft.org.nz) or call us to discuss your enquiry

The Laura Fergusson Trust provides opportunities for people with disabilities to pursue a supported and independent lifestyle. In our work we value people, innovation and excellence.

Laura Fergusson Trust, Wellington Inc.