

## Credit Application

Please complete this form in order to apply for credit with Wellington Regional Economic Development Agency Limited (WREDA Ltd) trading as Venues Wellington. You will be advised in writing of your account number when your application is approved.

Please print details clearly.

### Section 1: Hirer Details- must be completed by the Hirer or person authorised by the Hirer

Name	<input type="text"/>		
Hirer Business or Trading Name	<input type="text"/>		
Postal Address	<input type="text"/>		
Phone	<input type="text"/>	Mobile	<input type="text"/>
		Email	<input type="text"/>
Bank	<input type="text"/>	Branch	<input type="text"/>
Hirer type (tick one)	<input type="checkbox"/> Business/Organisation – complete Sections 1- 5		<input type="text"/>
	<input type="checkbox"/> Individual – complete Sections 1, 4, 5 and enter date of birth:		

### Section 2: Business Details (for businesses and organisations only)

Nature of Business	<input type="text"/>		
Date Incorporated	<input type="text"/>		
Name and Address of Directors, Partners, Trustees, or equivalent			
1	<input type="text"/>	Address	<input type="text"/>
		Phone	<input type="text"/>
2	<input type="text"/>	Address	<input type="text"/>
		Phone	<input type="text"/>
3	<input type="text"/>	Address	<input type="text"/>
		Phone	<input type="text"/>
Trade References (WREDA Ltd is authorised to contact these references.)			
1	<input type="text"/>	Contact	<input type="text"/>
		Phone	<input type="text"/>
2	<input type="text"/>	Contact	<input type="text"/>
		Phone	<input type="text"/>
3	<input type="text"/>	Contact	<input type="text"/>
		Phone	<input type="text"/>

### Section 3: Guarantor Details (If the Hirer is a company or an incorporated society, a Guarantee and Indemnity must also be completed.)

Name	<input type="text"/>		
Phone	<input type="text"/>	Mobile	<input type="text"/>
Postal Address	<input type="text"/>		
Email	<input type="text"/>		

## Section 4: Account Contact Details

Account Contact Person (if different from Section 1)	<input type="text"/>	
Phone	<input type="text"/>	Mobile <input type="text"/>
Postal Address	<input type="text"/>	
Email	<input type="text"/>	

## Section 5: Declaration and Signature

### Consumer Guarantees Act 1993

### Privacy Act 1993

The Hirer understands that the information collected in this application form is for the purpose of credit approval, establishing credit limits and administering Hirer's account. This may require information to be provided to Wellington City Council, solicitors, external debt collection agencies, credit reporting and other agencies required from time to time to be involved in the administration of the Hirer's account or enforcement of this agreement and/or guarantee. The Hirer authorises any person or company to provide us with such information that may be required to administer and enforce this agreement and/or guarantee.

### DECLARATION

The Hirer agrees that where the WREDA Ltd supplied the Hirer with goods and/or services, the following terms and conditions will apply:

- the General Terms and Conditions as agreed in writing in the Venues Wellington Venue Hire Agreement
- any additional Terms and Conditions agreed in writing between WREDA Ltd and the Hirer
- the Person signing this agreement confirms that they are authorised to bind the Hirer to this agreement.
- I confirm that I have read, understand and agree to the Venues Wellington Venue Hire Agreement General Terms and Conditions.

Signed for and on behalf of the Hirer by:

Date

Full name of director/authorised signatory

Position

Phone

Mobile

Email Address

## OFFICE USE ONLY

**Venues Wellington to complete** **Note:** Please submit a copy of this form to Accounts Receivable.

Requested By	<input type="text"/>
Position	<input type="text"/>
Credit Limit	\$ <input type="text"/>
Cost Centre	<input type="text"/>
Signed	<input type="text"/>

### Accounts Receivable to complete

Credit/Company check conducted by	<input type="text"/>
Signed	<input type="text"/>
Credit Check:	<input type="checkbox"/> Approved <input type="checkbox"/> Declined