

APPLICATION FOR USE OF THE CENTRE

JAPAN INFORMATION AND CULTURAL CENTRE

Tel: (04) 472-7807 Fax: (04) 472-3416

Date: _____

To: THE DIRECTOR
Japan Information and Cultural Centre
Embassy of Japan
Level 18, The Majestic Centre
100 Willis Street, Wellington

OFFICIAL USE ONLY

Minister

Accountant

Security

Centre

(Elevator access notes)

(door access notes)

Organisation: _____

Contact Person: _____ Phone: _____

Fax: _____

Address: _____

Date requested: _____ Time: _____ Duration: _____

Purpose: _____ No. attending: _____

Area and Services Requested: Theatre Film projection Library

Other Description _____

Details of Centre Staff Assistance Requested: _____

Any further details: _____

Signed: _____

(Note: Applications should be lodged at least 3 weeks in advance of the requested date)