

ACADEMIC DRESS HIRE -2010

A service provided by the New Zealand Federation of Graduate Women - North Shore

Both the collection and return will be from the Gown Room at the Crosslands Lounge, Mary Thomas Centre, Gibbons Road, Takapuna. The Gown Room will be open for collection and return only at the following times. The rooms are hired for this occasion and occupied by NZFGW North Shore only at these times:

Monday	12 April	4pm – 7pm
Tuesday	13 April	8am - 7pm
Wednesday	14 April	8am - 7pm
Thursday	15 April	8am - 7pm

Schedule for collection and return of regalia

Ceremony	Collection Times	Return Times
Pasifika - Wed	From 3pm Tuesday 13 April	As for relevant ceremony
1 Tues 10.30am	4pm – 7pm Monday 12 April or 8am – 9am Tuesday 13 April	Noon - 7pm Tuesday 13 April
2 Tues 2.30pm	8am – 1pm Tuesday 13 April	4pm – 7pm Tuesday 13 April 8am - 11am Wednesday 14 April
3 Wed 10.30am	3pm – 7pm Tuesday 13 April or 8am – 9am Wednesday 14 April	noon - 6pm Wednesday 14 April
4 Wed 2.30pm	8am – 1pm Wednesday 14 April	4pm - 7pm Wednesday 14 April 8am - 11am Thursday 15 April
5 Thurs 10.30am	3pm - 7pm Wednesday 14 April or 8am – 9am Thursday 15 April	Noon -6pm Thursday 15 April
6 Thurs 2.30pm	4pm – 7pm Wednesday 14 April 8am – 1pm Thursday 15 April	4pm – 7pm Thursday 15 April
Māori - Fri	Noon - 7pm Thursday 15 April	Immediately after the ceremony on Friday 16 April at the BMC

Adherence to the scheduled times is essential as regalia is required for other ceremonies.

The \$65 bond will be refunded by a "Not Transferable" cheque when your regalia is returned.

Please return regalia promptly. Any returns after the stated deadline must be approved at the time of collection. If you do not meet the deadline for your regalia return your bond will not be refunded.

Please also note:

- You must bring your **confirmation of order** with you when collecting your regalia. (You should have received this by 26 March).
- Photographic appointments need to be arranged so there is no delay in the return of the regalia. If you have an appointment which makes the return difficult, contact the Gown Room on 021 105 0767.
- Written enquiries regarding gown hire can be directed to: NZFGW North Shore, P O Box 31-261. Milford, North Shore City or email gowningmasseyauk@ihug.co.nz
- Cancellation Reminder: Regalia must be cancelled **2 weeks** before the ceremony for a full refund to be made.