

Curtain Referral Form



Date: _____

Name: _____ Phone: _____

Suburb: _____ Email: _____

Referral Agency: _____ Contact Person _____

How did you hear about us? _____

Community Services Card #: _____ Expiry Date: _____

Gold Card number: _____

Student ID number: _____ Expiry Date: _____

STATISTICAL INFORMATION REQUIRED			
House:	<input type="checkbox"/> Own home	<input type="checkbox"/> Rented	<input type="checkbox"/> Other: _____
	<input type="checkbox"/> DCC	<input type="checkbox"/> Kainga Ora	
Ethnicity:	<input type="checkbox"/> NZ European/Pakeha	<input type="checkbox"/> NZ Māori	Iwi: _____
	<input type="checkbox"/> Pacific Island	<input type="checkbox"/> Asian	<input type="checkbox"/> Other (specify): _____
Health:	Please state what medical conditions people have in your home and the number of people in your home that have medical conditions. _____ _____		

What are the ages of the people in your home?						
0-4 years	5-14 years	15-19 years	20-29 years	30-64 years	65+ years	Total People in household

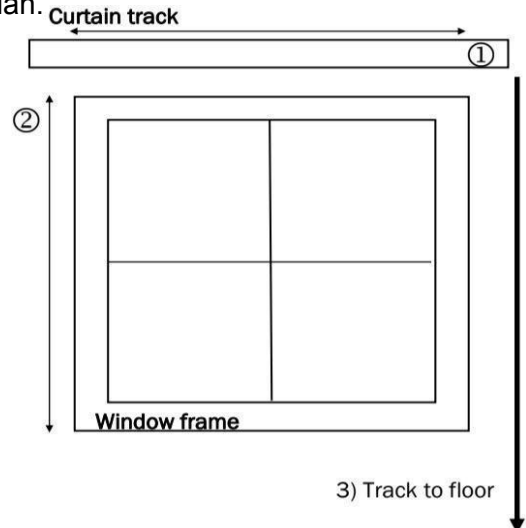
OFFICE INFORMATION	
Date completed: _____	Card sighted: _____
Number of curtain pairs: _____	Singles: _____
Curtain Tracks: _____	
Data entered: _____	

CURTAIN MEASUREMENTS: Measure your windows **exactly** as detailed below. Please note that we do not supply curtains for; spare bedrooms, offices, studies, bathrooms, kitchens and we do not have net curtains. Kitchen curtains are only provided if part of the living area, e.g., open plan.

How to measure your windows (please use centimetres):

1. **Track Width:** Measure your track. If there is no track, measure the outside edges of the frame.
2. **Window Length:** Measure from the top of the track to the bottom of the windowsill.
3. **Drop Length:** Measure from the top of the track to the floor.

***Detachable linings** – Please measure **curtains** rather than track



CURTAINS Room name + number of windows per room. <i>If appropriate, specify the age and gender of children in the room.</i>	Track width: <i>Measure your track. If there is no track, measure the outside edges of the frame.</i>	Window length: <i>Track to frame end.</i>	Drop length: <i>Measure from the top of the track to the floor. We will provide the longest length we can.</i>

NOTES:

Linings ONLY - use this section Room name	Curtain Width	Curtain Drop/Length

Dunedin Curtain Bank

Warmer Homes – Healthier Futures



You can access our service through an agency referral or self refer if you have a...

- Community Services Card
- Gold Card with Community Service Card
- Student ID

Our service is free, but we would greatly appreciate a donation/koha to help with our running costs. Our suggested koha is \$5 per set of curtains. This can be paid in cash when you collect your curtains or via bank transfer to our bank account

What we provide:

All our curtains are donated. In most instances, they are second hand. We allocate curtains based on size. Our staff and volunteers will select curtains based on the sizes needed and what we have available.

We can also line peoples curtains instead of providing new curtains, provided they are in good condition and with the windows appropriately.

- You may be waiting up to 4 weeks for your curtains to be ready.
- We will call you as soon as your curtains are ready.
- We cannot accept applications without sighting your card or without all the window measurements required on the application form.

Thank you.

174 Princes Street, Dunedin Central, 9016
021 224 0922
manager@dunedincurtainbank.org.nz

OPEN: Monday - Thursday 9am - 4pm