



Lecture Room and/or Shed Booking Form 2018/2019

Date of Conference

No of participants

No of lecturers

Set up Time

Commencement Time

Finish Time

Name of organisation

Contact Name

Contact number

Organisation contact number

Email

Invoice address

Room Set Up Required: Y / N (please circle)

Shed Required: Y / N (please circle)

Theatre Style

U-Shape

Boardroom

Classroom

(max 30 participants)

(max 18 participants)

(max 24 participants)

(max 22 participants)

EQUIPMENT REQUIRED

- | | |
|-------------------------------------|-------------------------------|
| <input type="checkbox"/> Projector | \$10.00 (own laptop required) |
| <input type="checkbox"/> TV DVD/VCR | \$10.00 |
| <input type="checkbox"/> Whiteboard | (no charge) |
| <input type="checkbox"/> Screen | (no charge) |
| <input type="checkbox"/> Urn | (no charge) |

I have read and agree to the Hire Terms and Conditions.

Signature _____

Date _____



Hire Terms and Conditions

Hours of Hire

- Hire is available weekdays between 8.30am and 5pm
- Hire is unavailable prior to 8.30am or after 5pm Monday to Friday, unless negotiated with center staff
- Hire is unavailable on weekends and public holidays

Booking Confirmations and Payments

- Bookings are to be confirmed at the time of booking or within 14 days of making the booking, until confirmed a booking will be considered as tentative
- If a booking is within 14 days the booking is to be confirmed immediately
- Hire fees and equipment use will be invoiced on completion of hire.

Additional Charges

- Additional charges will apply outside business hours (\$75/hr)
- Additional charges will be charged if the facility is left in a less than desirable way

Familiarisation of facility

- Customers need to participate in a familiarisation on arrival

Alcohol

- Alcohol is allowed on the conditions that a liquor license is obtained
- Customers wishing to serve alcohol must supply and serve their own alcohol and have a responsible person on site
- Customers are responsible for notifying the local police of their function
- Cost of a liquor license is the responsibility of the hirer
- Customers must meet liquor licenses laws and regulations as well as undertake a duty of care for responsible drinking

Other Information

- Room hire includes use of urn – rainwater supplied & fridge. Hirers are required to bring all associated items if they wish to have any food and drinks. A list of local caterers is available if you wish to arrange catering.