

Facility Booking Form

Contact Details

Hirer (Company/Contact Name): _____

Contact Number: _____

Contact Email: _____

Address: _____

Office Use Only:

Invoice #:

Date Paid - Till:

Other Notes:

Booked by (CRC staff):

Hire Details

Number of people

Booking date: _____ Endless tea & coffee?

Start time: _____ Morning tea?

End time: _____ Afternoon tea?

\$4 per person

From \$10 per person

From \$10 per person

Contact staff a minimum of one week before booking date to coordinate morning/afternoon tea requirements.

Room Details (Please tick)

Conference Room 30 ppl max. <input type="checkbox"/> Half \$150 <input type="checkbox"/> Full \$250	Meeting Room 6 ppl max. <input type="checkbox"/> Half \$30 <input type="checkbox"/> Full \$60	Frosted Glass Office 1-2 ppl <input type="checkbox"/> Half \$25 <input type="checkbox"/> Full \$50
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Office Use Only:

Staff member involved on Booking Date:

Room Set Up (Included in room hire costs)

Are tables required? Y / N

Are chairs required? Y / N

Groups of:	Rows	U Shape
Other:		

Equipment Required (Included in room hire costs)

Projector/screen Urn Laptops \$30 per device

Whiteboard Video Conferencing Kitchen Usage \$25 per day

Payment Method

Invoice <input type="checkbox"/>	Cheque <input type="checkbox"/>	Cash <input type="checkbox"/>	Eftpos <input type="checkbox"/>
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I/WE UNDERSTAND THE TERMS AND CONDITIONS, AS STATED OVERLEAF RELATING TO HIRING THE FACILITIES AT THE MERREDIN COMMUNITY RESOURCE CENTRE AND AGREE TO ABIDE BY THEM AT ALL TIMES.

Hirer Name: _____

Hirer Signature: _____

TERMS AND CONDITIONS

ADMINISTRATION

All bookings are to be directed to the staff at the Merredin Community Resource Centre.

BOOKINGS AND CHARGES

Bookings will be taken during hours (8.30am-4.30pm Monday-Friday). A booking is confirmed once a completed facility booking form and a confirmation email or phone call has been received.

For after-hours bookings the Hirer will be provided a code prior to the hire date.

In the event that a Tax Invoice is requested, this will be forwarded to the hirer the following day. The period of invoice payment is 14 days from invoice date. A late fee will be added to your invoice if not paid within 14 days.

In the event of two or more bookings being made for the hire of the same area at the same time, the Merredin Community Resource Centre will determine usage.

Any damage to or loss of equipment provided by the Merredin Community Resource Centre will be charged to the hirer as per the replacement cost of equipment, plus 15%.

Any damage to the Merredin Community Resource Centre facilities, including fixtures, fittings and surrounds, will be charged to the hirer as per the replacement or repair cost of that item, plus 15%.

A 50% deposit is required for hire of the Conference Room and upfront payment is required for hire of Meeting or Frosted office. Up to 75% of this payment is refundable if cancelled 72 hours prior to hire date.

KITCHEN FACILITIES

The Hirer is responsible for the set up and clean up of all crockery and cutlery that is used.

A kitchen usage fee of \$25 will be applied to any booking that requires use of kitchen facilities, cutlery, crockery or dishes.

All breakages are to be reported to CRC staff. Please inform the Merredin Community Resource Centre staff if you require catering.

ROOM

Equipment requirements are to be requested on the booking form and will be provided upon availability.

Furniture or equipment is not to be dragged across floor surfaces.

The Hirer is responsible for ensuring all rubbish is removed and placed in the bins.

All tables are to be cleared by the hirer. The Hirer is to inform staff of any spills as soon as possible.

The hirer is responsible for cleaning up as indicated in section 3.1 and 4.3. Room is to be left in exact condition as when the hire commenced. If additional cleaning is required or there are any damages to the room or equipment, fees may apply.

DECORATIONS

All Hirers should consult the staff for permission to decorate.

Where permission is granted for decorations, all items should be attached in such a way so as to be easily removed and are to be completely removed after the function by the Hirer without causing any permanent damage.

