

FACILITY BOOKING FORM

CONTACT DETAILS

Hirer (Business/Company name)

Contact person

Contact number

Postal address

Email address

OFFICE USE ONLY
Booking Confirmed
Invoice Number
Other Notes

EQUIPMENT REQUIRED

Please indicate the amount required.
Some fees may apply

Chairs #
Tables (Trestles) #
Projector/Screen #
Urn #
Tea/Coffee #
Crockery/Cutlery #
Water/Glasses #
Video Conferencing #
Whiteboard #
Laptops #
Internet/Wi-Fi #
Catering #

Please organize Catering requirements with Staff.

ROOM DETAILS

Booking Dates

Start time (Including Set-up)	Finish time (Including Clean-up)	
<input type="checkbox"/> Conference Room (30 people max*) \$35 per hour Half day (\$150) and Full day (\$250)	<input type="checkbox"/> Meeting Room \$15 per hour Half day (\$30) Full day (\$60)	<input type="checkbox"/> Office Room \$15 per hour Half day (\$25) Full day (\$50)

*Numbers based on people seated at tables. Negotiate with staff for presentations requiring more seating.

Room layout

Rows of _____
 U Shape
 Groups of _____
 Other

PAYMENT METHOD

Invoice
 Cheque
 Cash
 Eftpos

I/WE UNDERSTAND THE TERMS AND CONDITIONS, RELATED TO HIRING THE FACILITIES AT THE MERREDIN COMMUNITY RESOURCE CENTRE AND AGREE TO ABIDE BY THEM AT ALL TIMES.

HIRER NAME: _____

HIRER SIGNATURE: _____

DATE: _____



TERMS AND CONDITIONS

ADMINISTRATION

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

BOOKINGS AND CHARGES

Bookings are to be made no less than 48 hours in advance to ensure availability of venue and staff for possible clean up and set up.

Bookings will be taken during hours (9:00am-5:00pm 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 is to collect and return the key/s to the Merredin Community Resource Centre. Arrangement for collection and return of the key is to be organised prior. The key must be collected during business hours, 9.00am to 5:00pm.

In the event that a Tax Invoice is requested, this will be forwarded to the hirer from after the function.

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%.

An 80% cancellation fee will be charged for any notice of cancellation given 1 day or less before the function date.

KITCHEN FACILITIES

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

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 or better 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.

