

## Facility Booking Form

### Contact Details

Hirer (Company/Contact Name): \_\_\_\_\_

Contact Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Address: \_\_\_\_\_

#### Office use only

Invoice #:

Date Paid Through Till:

#### Other Notes

### Hire Details

Number of people  
\_\_\_\_\_

Tea/coffee, Morning/Afternoon  
tea will be provided & charged  
based off this number.

Booking date: \_\_\_\_\_ Endless tea & coffee? Y / N \$4 per person

Start time: \_\_\_\_\_ Morning tea? Y / N Starts at \$10 per person

End time: \_\_\_\_\_ Afternoon tea? Y / N Starts at \$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.	Meeting Room 6 ppl max.	Frosted Glass Office 1-2 ppl
<input type="checkbox"/> \$35/hr. (1-3 hrs.)	<input type="checkbox"/> \$15/hr. (1-3hrs.)	<input type="checkbox"/> \$15/hr. (1-3hrs)
<input type="checkbox"/> Half \$150	<input type="checkbox"/> Half \$30	<input type="checkbox"/> Half \$25
<input type="checkbox"/> Full \$250	<input type="checkbox"/> Full \$60	<input type="checkbox"/> Full \$50

### 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

### 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, RELATED 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 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 (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 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, 8.30am to 4.30pm.

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 24 hours 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.

