

Room Hire Booking Form



Room 1



Room 2



Room 1 and 2 (combined)



Room 3 (Lab Room)

Applicant Details

Company Name			
Contact Name			
Contact Email		Contact Telephone	

Booking Details

Date of Event			
No. of Days		No. of People	
Access Time		Start Time	
Exit Time		Finish Time	
Type of Meeting			
Contact Person on the Day			
Room Layout	Boardroom	U-Shaped	Classroom



Equipment

Overhead Projector	Wifi
Whiteboard	Computers
Tea and Coffee Facilities	Kitchen

Cost

Large Room \$600/Day (32 people)

Large Room \$400 ½ Day

Small Room \$400/Day (10 people)

Small Room \$300 ½ Day

Changes to your booking

In unforeseen circumstances where a booking needs to be rescheduled to a different date there will be no penalty charge although we cannot guarantee the new hire date you request will be available.

In the even the new hire date requested is not available and we cannot accommodate your new request, your booking will become a cancellation and cancellation fees may apply (see Cancellations below)

Cancellations

Should you need to cancel your confirmed booking we must receive notification in writing (via email) and the following applies:

1. Cancellations made 7 days or more prior to the commencement of the function will not incur a cancellation fee;
2. Cancellations made within 7 days of the commencement of the function will incur a cancellation fee, that being 100% of the total amount of the booking.

Terms and Conditions

1. Alcohol may not be brought into our premises.
2. Smoking is prohibited in the venue and surrounds at all times.
3. Rooms must be left in the condition in which they were found. Failure to leave the rooms in a tidy and clean state may result in an additional charge.
4. Any damage to our building or equipment will be the responsibility of the hirer.
5. The Hirer shall be liable for any claim, loss, damage or injury to any person or property arising from this hire.