



## VENUE HIRE BOOKING FORM

### CONTACT DETAILS

ORGANISATION NAME	TELEPHONE
CONTACT NAME	EMAIL
MAILING ADDRESS	

### TIME OF EVENT

<b>DAY 1</b> - DAY <input type="checkbox"/>	DATE	START TIME (inc setup)	FINISH TIME (inc setup)
<b>DAY 2</b> - DAY <input type="checkbox"/>	DATE	START TIME (inc setup)	FINISH TIME (inc setup)

### ROOM TYPE

CONFERENCE ROOM: (75 person max) - \$55 ex GST per hour <input type="checkbox"/>	MEETING ROOM: (10 person max) - \$40 ex GST per hour <input type="checkbox"/>
MANDATORY FEE: \$40 (setup and pack away fee, per day when tables and chairs are required) <input type="checkbox"/>	

### CATERING

CONTINUOUS TEA & COFFEE: \$5.50 per head <input type="checkbox"/>	NO. OF PARTICIPANTS:	
MORNING TEA <input type="checkbox"/>	AFTERNOON TEA <input type="checkbox"/>	LUNCH (all per caterer charges + \$20 delivery and 10% admin) <input type="checkbox"/>

### BASIC EQUIPMENT

 Use of equipment is covered in the venue hire charge. Please indicate your requirements below:

LECTERN <input type="checkbox"/>	WHITEBOARD <input type="checkbox"/>	WATER & GLASSES <input type="checkbox"/>	KITCHEN FACILITIES <input type="checkbox"/>	INTERNET CONNECTION <input type="checkbox"/>
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### ADDITIONAL EQUIPMENT

 Use of the following equipment is available on request and attracts a hire charge.

Please indicate your requirements below:

MULTIMEDIA PROJECTOR: \$110 per day / \$55 per half day <input type="checkbox"/>	LAPTOP COMPUTER: \$40 per day / \$20 per half day <input type="checkbox"/>
VIDEO CONFERENCE FACILITIES: \$50 per day <input type="checkbox"/>	POLYCOM (USE FEE): \$10 per hour or part thereof <input type="checkbox"/>

#### FACILITY HIRE CONDITIONS

The following conditions automatically apply when hiring rooms at Welcome Lotteries House.

The hirer agrees that a cleaning charge will apply if any room(s) are not left in a clean and tidy manner. Tea and coffee are available only upon request. The hirer will be charged in the event that participants 'help themselves'.

Any damage or loss to House equipment during room hire will be charged to the hirer.

The hirer is responsible for ensuring that lights, equipment and air conditioning are switched off at the end of their session.

The standard Day Booking is from 8 am to 4 pm. WLH reserves the right to charge an additional hourly fee outside of these times.

The building will be evacuated on a Yellow Cyclone Alert and the hirer understands that events cannot resume unless directed otherwise by DEFA.

#### CANCELLATION POLICY

The following percentage of total room hire rates will apply for applicable notice periods below:

Less than 21 days = 25%

Less than 5 days = 50%

Less than 72 hours = 100%

#### INDEMNIFICATION

The hirer undertakes to hold Welcome Lotteries House (Inc.) indemnified against all claims which may be made against it for damages or otherwise, in respect of any loss, damage, death or injury caused by or in the course or arising from the hiring of the facility, the property of Welcome Lotteries House (Inc.) during all periods when such facility is on hire.

\*All prices are gst exclusive. Payment by credit card will incur additional charges.

I CONFIRM THAT I HAVE READ THE CONDITIONS LISTED ABOVE AND AGREE TO ABIDE BY SAME.

**SIGNED:**

**FULL NAME:**

**DATE:**