

## Venue Booking Form

### Booking Information

Name of Function	
Brief summary of function	
Date	
Start time	
Finish time	
Expected attendance	
Client/Organisation	
Contact Name	
Contact Number	
Email Address (invoice and confirmation)	

### Venue Hire Rates

	Member Price	Non-Member Price
Morning (8am-12.30pm)	\$150+gst	\$200+gst
Afternoon (12.30pm-5pm)	\$150+gst	\$200+gst
Evening (5pm- 9.30pm)	\$150+gst	\$200+gst
Full Day (8.30am-5pm)	\$250+gst	\$300+gst
Weekend 1 day	\$300+GST	\$350+GST
Full weekend (2 days)	\$600+GST	\$700+GST

\* If you require a second room, an addition cost of \$50+GST will apply.

### Equipment

The following equipment is included in the venue hire cost. Please select the items you require:

Smart TV		HDMI cable	
Whiteboard		HDMI adaptor	
Flip chart & pens		Webcam	
Internet access		Kitchen access	

**Room Setup** – tables and chairs can be set by the user and must be returned to the previous set up.

## **Terms and Conditions**

### **1. GENERAL**

Organisations, groups or individuals who hire rooms or equipment do so only for the stated purpose, which purpose must be lawful and conducted in a manner that does not disrupt or inconvenience other room users or tenants. The period of hire shall commence and conclude at the agreed times nominated on booking application.

### **2. RESTRICTION OF ALCOHOLIC BEVERAGES**

Alcoholic beverages and their consumption in meeting rooms are not permitted unless prior approval has been sought.

### **3. FURNITURE USE & DAMAGE TO PROPERTY**

All furniture must be returned to the previous set up before vacating rooms. Hirers will be responsible for the cost of any damage or soilage to furniture, room facilities, floor surfaces, equipment or any other part of the building caused by them or guests. Any damage must be reported as soon as practical to Capital Health Network

### **4. FACILITIES**

All facilities including crockery, cutlery must be placed in the dishwasher and turned on. Benches left clean, any other facilities utilised during hire must be left clean and in good order. Rubbish should be placed in kitchen bins, lights turned off.

If the venue is not left clean and tidy a cleaning fee of \$150 will be charged for the first hour.

### **5. ACCEPTABLE USE OF INTERNET**

When utilizing our venue, any internet access provided must be used responsibly and ethically.

This includes, but is not limited to:

1. Internet must not be used for any illegal activities, unauthorised content, or access inappropriate websites.
2. Avoid downloading any software, and refrain from any actions that could compromise the security or functionality of the network.

### **6. HEALTH & SAFETY REGULATIONS**

Smoking is not permitted anywhere in the building including toilets, fire stairs, car park or within five metres of front entry. Illicit drug use is also strictly prohibited.

1. Dangerous goods or gas cylinders are not allowed in the building.
2. Bicycles are not allowed inside any part of the building.

### **7. PUBLIC LIABILITY & VOLUNTEER INSURANCE**

All hirers must have public liability insurance to cover activities during the period of room hire and provide proof of cover.

### **8. ACCESS & SECURITY**

Swipe cards to provide access to rooms will be provided and must be returned the following day. All room doors must be closed after use and alarm set, an 'room hire Information and instructions procedure' will be available in the room.

Swipe card can be collected the day of the meeting from the Office Coordinator.

If the swipe card is lost or not returned a replacement fee of \$50 will be charged.

### **9. PAYMENT & CANCELLATIONS**

Payment is required when invoice is received.



Cancellations of room bookings are required to be communicated to CHN prior to the booking commencing.

10. These prices are effective from 1 July 2024.

**PLEASE NOTE:** - we do not supply tea, coffee, milk, sugar.

I agree to these terms and conditions and have included a copy of Public Liability Insurance.

Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

