

Wonthaggi Centennial Centre Meeting Room - Booking Request Form

Please ensure you have read the Terms & Conditions of Hire attached before signing.

Rates stated below are from 1 July 2018 until 30 June 2019

Name			
Organisation			
Contact person for enquiries	Name:	Position:	
Address			
Phone		Mobile	
Contact email			
Email for invoice			
Payment terms	Payment for room hire will be invoiced and payment is expected in advance.		
Australian Business number (ABN)			
Please			
Is your organization registered for GST?			
Please provide a current Certificate of currency document with details of the organisation's public liability insurance coverage.			
Date/s Required			
Duration of use	from	am/pm to	am/pm
Please ensure your booking times include set up and clean up time as we may have another meeting booked directly before / or after yours.			
Purpose of Hire			
Numbers attending			
Charges (GST Inclusive)	*Community (Not for Profit Organisations)	All Other	
Per Hour	\$20.00	\$50.00	
All Day (more than 6 hours)	\$120.00	\$250.00	
WBTA / ArtSpace Members	If you are a member you will receive a 20% discount off your booking *The additional members discount is not applicable to the community rate		

Tentative Bookings

Except at the discretion of the WBTA & ArtSpace, tentative bookings will not be held longer than five (5) days.

Cancellation of Bookings

In the event of the hirer being unable to use the facilities, the hirer shall remain liable for all charges due. If notice is given less than seven (7) days prior to the date of use.

Please return the completed form with relevant documentation to:

The Wonthaggi Business and Tourism Association Inc.

Access to Meeting Room

The Wonthaggi Information Centre and ArtSpace Gallery are open 7 days a week from 10am-4pm. Access to the meeting room is available during these hours without a security swipe card. If your meeting or function is not during these hours or finishes after 4pm, you are required to pick up a security swipe card from the Information Centre or ArtSpace Gallery volunteers during our business hours, being 10am – 4pm the day prior to your day of hire. If you have used an access swipe to gain entry to the meeting room you must return this swipe to the Information Centre or ArtSpace Gallery during business hours.

Facilities

It is the responsibility of the hirer to ensure the meeting room is clean after use and the tables and chairs are returned to the normal boardroom set up. If using any of the interactive facilities, general laptops will not work. We have a High Definition laptop to operate this equipment. You will need to bring your presentations or documents on a USB stick. Please ensure that they have been scanned for viruses before using this equipment. If you require use of the digital projector and/or digital TV please ensure you allow sufficient time to set up and try out this equipment as on-site support is not available.

Digital projector	Required: Yes / No Projects onto white board, there is also another white board that can be moved around the room.
High Definition Digital TV	Required: Yes / No Digital channels available or DVD's can be played through the laptop.
Kitchenette Included in the meeting room hire; tea, coffee, and sugar. The kitchenette has a microwave, oven, bar fridge and dishwasher.	
Crockery Cups and saucers, milk jugs, water jugs, water glasses, wine glasses, side plates, dinner plates, soup plates, water jugs, condiment bowls, cutlery, serving trays and bowls.	
Seating and Tables:	
Trestle Tables & Chairs	6 trestle tables, 12 boardroom chairs, 25 chairs

If there is a security or maintenance issue with the meeting room during your hire period please advise the volunteer on duty and if necessary they will contact Vicki Earl from the Wonthaggi Business and Tourism Association Inc.

Total cost of booking: \$

Payment for booking will be required in advance.

Signature of hirer: _____ Date: _____

Booking taken by: _____ Date: _____

Accepted by: _____ Date: _____ Calendar Entry

Payment received

Hirer invoiced