



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 2023 until 30 June 2024

Name			
Business / Organization			
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)			
Is your organization registered for GST?			
Please provide a current Certificate of currency document with details of the organization's public liability			
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 Organizations)	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		

Condition of Entry to the Wonthaggi Centennial Centre (including the Boardroom & Office space)

In line with Victorian State Government health advice, from Friday 22 October 2021, access to all facilities at the Wonthaggi Centennial Centre will only be available to **fully vaccinated patrons or those holding a verified medical exemption**. Currently, those under 16 years old do not need to be vaccinated to participate.

Tentative Bookings

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

Cancellation of Booking

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.

1 Bent Street Wonthaggi Vic 3995 or email to: info@wonthaggibusinesses.com.au

Access to Meeting Room

The Wonthaggi Information Centre and ArtSpace Gallery are open 7 days a week from 11.00am -3.00 pm.

Access to the meeting room is available during these hours without a security tag. If your meeting or function is not during these hours or finishes after 3pm, you will be provided with instructions on how to gain access to an after-hours security tag for entry/exit to the meeting room.

If you have used the after-hours security tag to gain entry to the meeting room, you must return them to the external key safe located to the left of the boardroom door.

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 unless you plug your laptop into the HDMI cable that is connect to the Smart TV. Alternatively, we have a High Definition laptop available 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 Smart TV please ensure you allow sufficient time to set up and try out this equipment as on-site support is not available.

Digital projector	No longer available , however there is a large white board available that can be moved around the room.
Smart 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.

Payment for booking will be required in advance.

Total cost of booking: \$

By signing this booking request form on behalf of your business or organization, you are agreeing to **the conditions of entry to the Wonthaggi Centennial Centre**. Please sight Proof of vaccination (Covid-19 digital certificate) from all participants who will be attending your function prior to confirming your booking.

Signature of hirer: _____ Date: _____

Booking taken by: _____ Date: _____

Accepted by: _____ Date: _____ Calendar Entry

Payment received

Hirer invoiced