

Room Hire Form

(All prices are GST inclusive)

Company Name: _____ ABN: _____

Contact Person: _____

Phone: _____ Email: _____

Postal Address: _____

Company Purchase order Number: _____ Invoice Preference: Email / Postal

BOOKING DETAILS

Date Required: _____ Start Time: _____ Finish time: _____ Total Hours: _____

**Please note - If the hire is required before 9 am or after 4 pm an extra cost of \$40 will be charged to your account.*

Purpose of Hire: _____

Number of Attendees: _____

Kitchen Hire: None | ½ day - \$11 | Full day - \$22 | with backyard \$20

**Kitchen Charge still applies even with BYO | Kitchen Hire includes access to the urn, glassware, crockery, cutlery, dishwasher etc.*

Setting out instructions: _____

Room Type - _____

	Small Mtg 1 – 5 ppl	Medium Mtg 6 – 15 ppl	Large Mtg 6-45 ppl	Backyard
Per Hour	\$22.00	\$33.00	\$55.00	N/A
Half day (3 ½ hrs)	\$44.00	\$66.00	\$99.00	\$100.00
Full day / 4 hrs or more	\$77.00	\$99.00	\$198.00	\$200.00
Bond				\$300.00

**Room Hire prices include internet, chairs & tables, tables set up to your configuration and packed away
**Bond to be paid in cash upon hire. (The bond will be refunded at the completion of hire unless there is noticeable damage).*

Peripherals –

<u>Equipment Hire</u>	½ Day	Full Day
Laptop	\$11.00	\$22.00
Projector	\$11.00	\$33.00
Whiteboard	\$6.00	\$11.00

BenQ (digital whiteboard etc.) \$11.00 \$33.00

The BenQ is most often used in place of the projector to show presentations as the screen is brighter and easier for some to see

Total Room Hire + Peripherals - \$

Please turn over, catering costs on other side



Catering – Kitchen hire charge still applies with BYO

Yes | No | BYO - please see below for prices

**Catering prices are per person | Kitchen Hire charge - ½ day - \$11 | Full day - \$22 | Backyard \$20 | Special Dietary requirements need to be pre-arranged, and specifics mentioned when booking.*

Tea & coffee ONLY	<i>Continuous Tea, Coffee & Water</i> <i>(Does not include any food Half or full day)</i>	\$3.00 per person
Morning or Afternoon Tea <i>(Prices do not include tea and coffee if you require tea and coffee, please add \$3 per person)</i>	with biscuits	\$1.00 per person
	with selection of slices or cake etc	\$7.00 per person
Lunch <i>(Prices do not include tea and coffee if you require tea and coffee, please add \$3 per person)</i>	<i>Selection of Finger Food</i> <i>(eg. Sandwiches, Quiche, Soup & Fruit, Fruit/cheese Platter)</i>	\$15.00 per person
	<i>Soup and sandwiches platter</i>	\$10.00 per person

Special Dietary requirements: _____

Gluten free, lactose intolerant, vegetarian, vegan, allergies etc.

For outside Groups providing Catering within CRC:

- *Kitchen hire charge of \$11 half day | \$22 full day or \$20 (with backyard hire) will apply when catering sourced outside CRC.*
- *The Kitchen hire charge will apply to groups who provide their own tea, coffee or catering to cover costs to the CRC associated with providing setting up, cleaning, crockery, linen, urn, power, and water.*
- *Tea, Coffee, and water charge of \$3 per head will be charged by Tambellup CRC if not supplying your own.*
- *Kitchen facility hire includes urn/kettle, convection microwave, refrigerator, electric oven, cutlery etc. provided onsite.*

Total for catering - \$ _____

Booking a meeting or conference facility means that the Tambellup CRC cannot rent that room out to another party. This represents a cost to the CRC, and you may be charged for a cancelled booking if we do not receive sufficient notice of a cancellation before the start date (48 hours for rooms or 5 working days for the Backyard).

TOTAL of all: ROOM HIRE, PERIPHERALS AND CATERING: \$ _____

I, _____, declare that all information provided on this booking form is true and correct, and I agree to the Conditions of Hire. I understand I may still be charged if I cancel the booking without providing sufficient notice, which is 48 hours for rooms or 5 working days for the Backyard, as this would prevent the Tambellup CRC from renting the room out to another party and represent a cost to the CRC.

Signature _____

Date _____

