

ROOM HIRE

Booking Form and Terms & Conditions of Hire

APPLICATION / REGISTRATION FORM
OVERVIEW: For making bookings of the Gympie & District Landcare Group Incorporated (GDLG) conference room. **PROCEDURE:** Complete sections 1, 2 & 3 then review and sign the Terms & Conditions of Hire and return this completed form to GDLG at finance@gympielandcare.org.au. You will be contacted by administration staff advising if your application has been approved and if there are any other requirements or fees to be paid. **PRICING:** Hourly Rate (minimum 2 hours): $27.50 including GST **Half Day (4 hours):** $110.00 including GST **Full Day (8 hours):** $165.00 including GST

SECTION 1: CONTACT DETAILS	
Organisation Name:	
Contact Person:	
Postal Address:	
Contact Phone Number:	
Alternative Contact Number:	
Email:	

SECTION 2: ROOM HIRE DETAILS	
Date Required:	
Time (from and to):	
Number of Attendees:	
Purpose for Hire:	
Equipment Required:	

SECTION 3: AGREEMENT	
The applicant agrees to abide by all terms and conditions, as outlined in the attached documents "Terms & Conditions of Hire".	
Name:	
Signature:	
Date:	
If you are booking on behalf of someone else, please advise the user of the Terms and Conditions of room hire.	

SECTION 4: OFFICE USE ONLY					
Approval:	**Granted:**			**Refused:**	
Approved by:					
Position:					
Signature:					
Date:					
Equipment approved to use:					

SECTION 5: OFFICE USE ONLY	
Total Hire Charge:	$
Deposit Amount 50%	$
Date Deposit Invoiced:	
Completed by:	
Signature:	
Final Amount to Invoice:	$
Date Final Invoice Invoiced:	
Completed by:	
Signature:	

ROOM HIRE

Terms & Conditions of Hire

Overview - This information sheet covers the terms and conditions that hirers of the GDLG conference room must adhere to.

Conference Room Availability – The **Conference Room** is available between 8.30am – 4.00pm Monday to Thursday. Use outside of these hours or on weekends or public holidays is by negotiation.

Bookings – Confirmation of bookings is subject to availability and the receival of the completed and signed booking form. Tentative bookings are held for a period of 7 days only. If a **Deposit** and signed booking form is not received within the above period, we may cancel the booking at our absolute discretion without notice to you.

Payment – Once the completed booking form has been received and the request for hire has been approved, a tax invoice will be emailed to the **Hirer** for a 50% **Deposit** and payment can be made via direct deposit. After the use of the room, you will be invoiced for the **Balance** plus any surcharges calculated in accordance with these Terms & Conditions. Invoices for room hire will be made out to the **Hirer** only. Any on-charging or reimbursement of the **Amount Due** is the responsibility of the **Hirer** and no margin may be added to the **Amount Due** to GDLG.

GST – All amounts listed are inclusive of GST. In respect of any liability we have for GST under this agreement, you must pay us the full amount of GST at the same time of making the payment to which the GST relates.

Cancellations – You must notify us of any cancellation. If you cancel a confirmed booking at least 7 days prior, we will retain 50% of the **Deposit** unless your booking is transferred to an alternate date. If you cancel a confirmed booking within 48 hours of the **Meeting Time**, we will retain the full **Deposit** unless your booking is transferred to an alternate date. If you do not notify us in writing of a cancellation and do not use the **Conference Room** on the **Hire Date** and **Meeting Time**, you must pay us the remaining **Amount Due** within a period of 7 days of the **Hire Date.**

Attendance Register – Please ask your guests to report to Reception on arrival to be signed in.

Use of the Room – Subject to anything inconsistent in this agreement, you may use the **Conference Room** for the purpose of holding a meeting or event on the **Hire Date** and **Meeting Time** for the **Room Hire Duration** in accordance with all laws. You and your employees, contractors, consultants, members and invitees use the **Conference Room** at your own risk.

Room Layout - The GDLG **Conference Room** is left set up in meeting style. If the **Hirer** requires the room to be set out any other way, GDLG is not responsible for setting up tables and chairs in this room. Please ensure you allow enough time prior to your event to ensure the room is set up to suit your requirements. No furniture is to be removed from the room without prior permission from GDLG. **All furniture must be returned to its original position.**

Breakages – The **Hirer** is responsible for all breakages to equipment, furniture and fixtures (including kitchen contents) and any GDLG property that may be removed from the venue. The **Hirer** agrees to reimburse the organisation for the full cost of any repairs or damages to the facility and any other property owned by the organisation. GDLG cannot accept responsibility for the loss or damage to goods or equipment owned or hired by the **Hirer** or their guests.

Lights and Air Conditioning – If the **Hirer** chooses to use the air conditioning system, you must ensure all windows and doors are closed whilst the air conditioning system is turned on. When leaving the premises, the **Hirer** must ensure that the air conditioner, fans and all lights have been turned off.

Tea/Coffee Facilities – An urn and mugs are available on request. Tea/Coffee and Milk etc are to be provided by the **Hirer**. Food may be consumed in the **Hire Room**.

Internet/Wi-Fi Usage – Free Wi-Fi is accessible to the **Hirer** should they request it. Prior to the event, the **Hirer** must specify whether Wi-Fi is required and a password will be provided.

Cleaning – You must leave the **Conference Room** clean and tidy and in the same condition it was in before you used it. If you do not comply with this obligation, we may charge an additional fee to clean, tidy or repair the **Conference Room.**

Equipment – The following equipment is included in your room hire fee; whiteboard, projector and screen, tables and chairs. Prior to the event the **Hirer** must specify all the equipment that will be required. It is also a requirement that prior to your booking date, users must make a time with GDLG to be shown how to use the requested equipment (projector), as it is not guaranteed that staff will be available to assist you during your hire.

Vacating – Conference Room guests are required to vacate the room after the meeting/event concludes and by the end of the **Hire Duration**.

Parking – Car parking is available out the front of the GDLG building in addition to street parking. Please speak with administration staff in relation to reserved staff parking spaces that must be kept available.

Surcharges – We may, in our absolute discretion, allow you to use the **Conference Room** for a period of time exceeding the **Room Hire Duration.** If you or your employees, contractors, consultants, members or invitees use the **Conference Room** for a period of time exceeding the **Room Hire Duration** you will be charged at the rate of $16.50 for each 1/2 hour you use the **Conference Room** that exceeds the **Room Hire Duration.**

Photocopying and Printing – The **Hirer** will be charged $0.25 per A4 page for black and white photocopies. Colour printing will be charged at $2.20 per A4 page.

Indemnity – You are liable for and indemnify us against all actions, demands, loss or damage incurred or suffered by us or our employees, contractors, members, and volunteers directly or indirectly caused by the act or omission of you or your employees, contractors, consultants, members and invitees.

Release – You release us from any action, demand, loss or damage for any damage, loss, injury or death (including legal costs on a full indemnity basis) occurring in connection with the **Conference Room,** however caused.

Injuries – The **Hirer** agrees to notify the organisation of all injuries or damage arising out of the **Hirer's** use of the facility within 7 days of becoming aware of the injury or damage.

Public Liability – The **Hirer** agrees to effect public liability insurance for an amount of not less than $10 million per occurrence and to provide a Certificate of Currency to the organisation prior to commencement of the hire period. The **Hirer** agrees to keep the policy in force for the duration of the hire period.

Emergency – If we decide in our absolute discretion there is an emergency, we can cancel your booking or ask you to leave the **Conference Room** without any compensation payable to you. You must comply with any directions we give you when we decide there is an emergency.

Security – You must, and must procure that your employees, contractors, consultants, members and invitees comply with any directions we give you in our absolute discretion relating to security.

Smoking – Smoking is not permitted in the GDLG **Conference Room** or anywhere within 5 metres of any entrance to the GDLG buildings in accordance with the *Tobacco and Other Smoking Products Act 1998* and the *Tobacco and Other Smoking Products Regulation 2010.* You must procure that your employees, contractors, consultants, members and invitees do not smoke within the building.

Entire Agreement – This contract is the entire agreement between the parties concerning the subject matter. The **Hirer** acknowledges receipt of the Terms & Conditions of the organisation and agrees to those conditions.

_____	_____
Hirer Signature	**GDLG Representative Signature**
_____	_____
Hirer: Print Name	**GDLG Rep: Print Name**
Date: ___/___/____	**Date: ___/___/____**