

Room Hire Booking Form

Booroongen Djugun College

Phone: 02 6560 2000 or 1800 630 230

Email: info@booroongendjugun.com.au

Agreement Details

Hirer/Company Name: _____

ABN: _____

Billing Address: _____

Contact Name: _____ Phone: _____

Email: _____

Event Details

Purpose of Use:

Event Date:

Event Timeframe:

Training Room Requested:

Number People attending:

(If Training Room 2, set up required:

U-Shape, Theatre, Classroom

Tea / Coffee / Water: Yes No

Catering needed: Yes No

Sandwiches, fruit, biscuits, cakes, other....Yes No

Note: These training rooms have supporting facilities including: Free on-site car parking, kitchen with fridge, whiteboards and air conditioning.

Hire Fee

The Hirer must pay a Room Hire deposit of \$20 upon booking.

Training Room 1 Rate of \$50 +GST per hour or \$300 + GST per day.

Training Room 2 Rate of \$30 +GST per hour or \$200 + GST per day.

Training Room 3 Rate of \$50 +GST per hour or \$300 + GST per day.

Cancellations

Please provide Booroongen Djugun College staff with at least 48 hours' notice in the event of a cancellation. If a hirer cancels a booking less than 48 hours prior to time set for the use of the Premises, the full Hire Fee applies.

Opening Hours

Booroongen Djugun College business hours are Monday to Thursday 8:30am - 5:00pm and 8:30am - 3:00pm on Friday. Subject to staff availability, the office may be opened out of business hours.

Booroongen Djugun College Room Hire Agreement

Hirer's Fees

1. The Hirer agrees to hire the room on the terms and conditions of this Agreement.
2. Where Booroongen Djugun College provides catering services to the Hirer in association with the Room Hire, the Hirer will be invoiced by Booroongen Djugun College for those services separately and must pay such invoice within seven (7) days of receipt.

Hirer's Obligations

1. The Hirer agrees:
 - (a) to be responsible for the cost of making good any damage or loss caused to the objects, buildings, furniture, fittings and equipment arising out of and/or in the course of the Hirer's Event;
 - (b) to obtain prior approval from Booroongen Djugun College for the use of any signs, banners and decorations connected with the Event. No nails, screws, adhesives or fastenings may be driven into or attached to the walls, doors, glass, floors, furniture, fittings and equipment without the express consent of Booroongen Djugun College;
 - (c) not to carry on any activity at the venue, which is dangerous, noxious, offensive, illegal, noisy or objectionable;
 - (d) not to allow alcohol to be consumed at the venue.
 - (e) not to allow smoking except in designated smoking areas
 - (f) not to allow the room to be used for any purpose other than that for which it is designed;
 - (g) to vacate the venue at the conclusion of the agreed hire time set out in our written confirmation. Any extension of time or failure to vacate the premises at the agreed time shall incur an additional fee (based on an hourly rate);
 - (h) to leave the premises in clean condition, failure to do so will incur additional cleaning charges;
 - (i) to be responsible for the conduct and behaviour of all employees, agents and invitees of the Hirer;
 - (j) to comply with all applicable laws, including health and safety regulations, and fire regulations; and
 - (k) to comply with any directions and/or general venue use information provided by Booroongen Djugun College.

Insurance

The hirer indemnifies and keeps indemnified Booroongen Djugun College against all losses, expenses, liabilities, claims and damages incurred as a result of or arising out of the hiring of the room caused by any act or omission of the hirer, its servants, agents or invitees.

Any goods, properties or materials brought in by or on behalf of the Hirer, are the responsibility of the Hirer. Booroongen Djugun College accepts no responsibility for damage or loss of goods or materials left at the venue prior to, during or after the Event.

Booking Options	Details of Booking	Associated Costs
Training Room No.		\$
Catering Costs if applicable		\$
TOTAL COST		\$

Signed for and on behalf of the hirer:

Name:

Position:

Signature:

Date:

Phone No:

Signed on behalf of BDL:

Date: