

## Southern Cross CRC Venue Hire Form

Name of Hirer: \_\_\_\_\_ On behalf of: \_\_\_\_\_

Address: \_\_\_\_\_ Phone number: \_\_\_\_\_

Venue: Conference Room  Small Office Room

Date of function: \_\_\_ / \_\_\_ / \_\_\_ Type of function: \_\_\_\_\_

Hire fee: \_\_\_\_\_ Paid: Yes  No  Fee Waiver

Fee Waiver Authority: \_\_\_\_\_

### Please circle room requirements:

Whiteboard TV Screen Urn/kettle/tea & coffee in room Internet access After hours access

Table set up: Groups Classroom U-Shape Seminar Boardroom Other: \_\_\_\_\_

### Conditions of use:

- Applicant must be 18 years or older
- The applicant is responsible for any costs incurred as a result of any damage which happens during the hiring of the venue. All damage must be reported to staff at time of damage or at conclusion of hire.
- Take care when setting up tables and/or chairs to ensure no damage is done to furniture or floors. Please ensure if using tape or blu-tack, it is used on the whiteboard to avoid damage to paint on the walls.
- Before leaving the venue the following cleaning must take place:
  - Ensure room is left in a clean and tidy state and if any cleaning is required it is performed prior to leaving. Cleaning products can be found under the sink in the kitchenette, and brooms and mops can be found out the back entrance for the toilets.
  - Tables and chairs are returned the way they were set up in the room unless otherwise stated.
- Ensure that if using the venue after hours that the front and back door are locked properly. *The back door when locked will not open the handle. The front door locks from the inside of the building allowing people to exit while locked, so door handle must be checked from the outside of the building.*

### Fees and charges:

*Room Hire* \$20.00 per hour, up to 3 hours  
\$70.00 per day (over 3 hours)  
*Tea & coffee, whiteboard, TV screen for presentations all included in room hire price.*  
*Access to kitchenette (sink, microwave, kettle/urn, water cooler) and toilet readily accessible at all times.*

*Internet* \$5.00 per hour  
\$30.00 per day

### Agreement:

I, \_\_\_\_\_ declare that I have read the above information and agree to the conditions set by the Shire of Yilgarn,

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_