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| ROOM Booking application |
| USER GROUP NAME |  |
|  |  |
| COMMUNITY GROUP | Not For Profit [ ]  Corporate / Business [ ]  |
|  |  |
| CONTACT PERSON |  |
|  |  |
| CONTACT PHONE NUMBER | **Work**  | **Mobile:** |
| Secondary Contact person | **Mobile:** |  |
| MAILING ADDRESS |  |
|  |  |
| EMAIL ADDRESS |  |
|  |  |
| ROOMS REQUIRED |  |
| * Activity Room 1
 | **Seats approx. 50 people** [ ]  |
| * Activity Room 2
 | **Seats approx. 50 people** [ ]  **projector & screen use included** |
| * Large hall
 | **Seats approx. 100 people** [ ]  **both activity rooms combined includes projector** |
| * Childspace
 | **Children’s tables & toys** [ ]  |
| * Office Space
 | **Office 3 $35 p/day** [ ]  **Fully furnished & airconditioned** |
|  |  |
| DATES REQUIRED | **START DATE:** |
|  | **Or day of week\_\_\_\_\_\_\_\_ required per\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**(week/fortnight/month – 1st 2nd 3rd 4th of month etc |
|  | **FINISH DATE:**  |
| TIMES Required |  |
| Please include set up and clean up time to ensure bookings are not overlapped | **Monday** [ ]  | **Times Required:** |
| **Tuesday** [ ]  | **Times Required:** |
| **Wednesday** [ ]  | **Times Required:**  |
| **Thursday** [ ]  | **Times Required:** |
| **Friday** [ ]  | **Times Required:** |
| **Saturday** [ ]  | **Times Required:** |
| **Sunday** [ ]  | **Times Required:** |
|  |  |
| WILL YOUr group BE ATTENDING IN THE SCHOOL HOLIDAYS | YES [ ]  NO [ ]  |
| DO YOU REQUIRE LOCKER FACILITIES | YES [ ]  NO [ ]  |
| DOES YOUR GROUP HAVE ITS OWN LIABILITY INSURANCE | YES [ ]  NO [ ]  |
| DOES YOUR GROUP HAVE ITS OWN CONTENTS INSURANCE | YES [ ]  NO [ ]  |

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| TERMS AND CONDITIONS OF ROOM HIRE |  |
| Room use: Hire of the Hudson Road Family Centre, entitles you to the use of:* the room hired as per booking form
* the playground or outside space attached to the room hired
* shared use of the attached kitchen

 Cleaning: The room hired, kitchen and outside spaces used need to be clean and ready for the next user group by undertaking the following process:* The floors to be vacuumed
* All crockery, glass wear and cutlery are to be washed, dried and put away
* The verandahs to be clear of debris
* All rubbish is to be disposed of in the appropriate bin
* The oven to be cleaned of any food residue
* Microwave to wiped out inside after use
* Equipment/sporting/toys used to be cleaned if required & stacked neatly away so as to maintain their longevity

*Should extra cleaning be required by Centre staff or equipment need replacing due to carelessness; your group will be charged.*Rubbish: Please dispose of all rubbish in outside bins as per the following: * red bin = general rubbish,
* yellow bin = recyclable waste,
* bright green bin = organic waste

Lock and Leave: Before vacating the building, please check if any other persons are in the building. Should you be the last group to leave, please ensure all lights, tech and air conditioning is off, the alarm is activated, and all doors are locked. The Hudson Road Family Centre reserves the right to invoice your group to reimburse costs, should any of the following occur:* Air conditioner/heater/fans left on overnight
* Projector left on
* Front or back doors left unlocked or open
* Failing to activate the security system will incur a call out fee from Night Guard Security which will be invoiced to your group for payment.

Car Park Light: On the opposite wall of the GP Down South Office is the car park security light. Please press the button if using the building in the late evening. The light will remain on for 3 hours and will turn off automatically.For the safety and security of patrons whilst using the centre during the evening please lock the front door whilst your group is in progress. Should someone in your group be running late there is a yellow doorbell located on the external foyer wall on the left at the front door.Cancellations: Please provide two weeks’ notice of any cancellations to avoid charges of room hire. |
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| Agreement to terms and conditions: *I have read and accept the above conditions*. | YES [ ]  NO [ ]  |
| Name:Signature: | Date:  |

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**ROOM HIRE FEE STRUCTURE**

The Centre offers room hire in Activity Room 1, Activity Room 2 and Kidspace.

Room hire operates under a 2 tier fee structure, being:

1. Community – these are individuals and groups that offer a community service with no purpose for generating a profit
2. Corporate/Business/Government – these are individuals and groups who operate with the purpose of making a profit, including business and government

The Centre Manager is responsible for all operational finances. Any issues or queries regarding payment of room hire or which fee structure applies should be discussed with the Centre Manager.

**ROOM HIRE FEES PER ROOM:**

Community Groups/Not for profit $22 p/hr GST inclusive

Corporate/Business $40 p/hr GST inclusive

Office 3 $35 p/day GST inclusive

**Corporate/Business Half & Full Day Rates:**

Hire Rates for **1 room** $140.00 GST inclusive - (Half day = 4 hrs)

 $220.00 GST inclusive - (Full day = 8 hrs)

Hire Rates for **2 rooms** $250.00 GST inclusive - (Half day = 4 hrs)

 $350.00 GST inclusive - (Full day = 8 hrs)

**Room hire includes:** Guest Wi-Fi, kitchen facilities, bathroom facilities, tables, chairs, data projector and screen (A2 only).

*Please note room hire fees are based upon financial years with State CPI increases applicable at the commencement of each year.*