

Function Room Bookings

Please complete the Function Room Booking Form and forward to Lindim Shaqiri – Team Leader, Infrastructure and Operations, for processing at: facilities@comm-unityplus.org.au

NAME OF ORGANISATION	
TYPE OF ORGANISATION	
Corporate/Commercial/Government <input type="checkbox"/>	Community <input type="checkbox"/> Not-for-profit <input type="checkbox"/>
CONTACT PERSON	POSITION
PHONE	EMAIL
CONTACT PERSON ATTENDING FUNCTION	POSITION
PHONE	EMAIL
DATE REQUIRED	TIME – START / FINISH
NUMBER OF PEOPLE ATTENDING	IS THIS A RECURRING EVENT?
	NO <input type="checkbox"/> YES <input type="checkbox"/>
If yes, please indicate dates	
MEETING ROOM PREFERENCE	SIZE / SEATING CAPACITY / FACILITIES
Function Room <input type="checkbox"/> 9.35 m x 8.77 m	Seats 48 6 x round tables x 8 person Access to full kitchen facilities Smart TV Podium + PA System
Classroom A <input type="checkbox"/> 7.44 m x 4.64 m	Seats 20 at rectangular tables Whiteboard Computer + Smart TV Urn and kitchenware
Classroom B <input type="checkbox"/> 7.44 m x 4.64 m	Seats 16 at rectangular tables Whiteboard Computer + Smart TV Urn and kitchenware
Classroom A & B <input type="checkbox"/> 14.98 m x 4.64 m	Seats 36 at rectangular tables – bi-fold doors Whiteboard x 2 Computers + Smart TV's x 2 Urn and kitchenware
Office Space <input type="checkbox"/>	1 x desk, computer

PURPOSE OF ACTIVITIES - please provide a brief summary

Other Requirements

Please indicate below what other amenities will be required:

Tea / coffee making facilities ☐ Other kitchen facilities i.e. stove/oven/fridge ☐

Glasses ☐ Crockery ☐ Cutlery ☐

Smart TV ☐ (HDMI compatible) Laptop ☐ Podium ☐ Whiteboard ☐

Number of tables required: _____ Number of chairs required: _____

Other (please specify) _____

Please note, if bringing your own laptop it must be HDMI compatible to work with the smart TV's

Payment Details

In order to reserve a booking, a non-refundable booking fee of \$100 shall be payable once the booking has been confirmed (please see Function Room Bookings Procedure for rates). An invoice for the total amount will be issued. Please note, bookings must be paid in full 7 days prior to the event. A receipt will be issued once payment has been received. Failure to provide adequate notice of a cancellation will result in loss of payment.

Please nominate a person / department responsible for payment and the invoice / receipt to be sent to:

Name: _____ Position: _____

Address: _____

Phone: _____ Email: _____

Fee: _____ Due date: _____

It is preferable that all payments are made via EFT into the following bank account:

Comm Unity Plus Services Ltd bank account details:

BSB: 063 – 153 Account Number: 10409027

commUnity+ contact person: _____

Building Access

Swipe / Keys required: No ☐ Yes ☐

If yes, please provide contact details for the person responsible for collection:

Name: _____ Position: _____

Phone: _____ Email: _____

To be collected - Date: _____ Time: _____

To be returned - Date: _____ Time: _____

Lost or stolen swipe cards must be immediately reported to Lindim Shaqiri, Team Leader, Infrastructure and Operations on 0477 721 783 or facilities@comm-unityplus.org.au

Loss of swipe cards will incur a replacement fee of \$50

Please note, the person nominated to be responsible for the swipe card must be the last person to leave the premises, and in doing so, be responsible for the overall security of the building.

Has a representative of the organisation undergone an orientation of the following:

Access / alarm and lock up procedure: ☐

Heating / cooling procedures: ☐

Emergency and evacuation procedures: ☐

Completed all relevant contact details: ☐

Conditions of Hire Agreement

1. All requests for hire of function room must be made in writing using the Function Room Booking Form.
2. Approved bookings must be accompanied by a non-refundable deposit of \$100.
3. Full payment must be made in full 7 days prior to the event. Failure to provide adequate notice of a cancellation will result in loss of payment.
4. commUnity+ may use discretion when determining which bookings are accepted and/or charged.
5. Function rooms are to be left in a clean and tidy manner and all furniture returned to its original position.
6. All surfaces, including tables, chairs, stove and sink are to be wiped clean.
7. All dishes are to be washed, dried and put away. Dishes may be stacked in the dishwasher which must be turned on before leaving the premises.
8. All rubbish must be disposed of appropriately.
9. All breakages and damage must be reported promptly to commUnity+.
10. All emergency exit doorways and passageways must be left clear at all times.
11. Drawing pins, sticky tape or other materials that may damage the walls are prohibited.
12. Parties must strictly adhere to booking times.
13. All security and lock-up procedures will be adhered to.
14. Failure to securely arm the building upon exiting will incur an extra fee of \$50.
15. If, for any reason, a staff member is required to attend the site, an extra call out fee of \$100 will be incurred by the hiring organisation.
16. Parties hiring the function room will be liable for any damages/further cleaning costs if the function room is left in an unacceptable condition.
17. commUnity+ is a smoke free zone. No alcohol or drugs are to be consumed on the premises.

Signed Agreement

As representative of _____

I take responsibility for meeting the terms and conditions of the use of the facilities of commUnity+.

I agree that a representative from commUnity+ will be notified immediately of any breakages or damage incurred during the use of the facilities and that, if responsible, the above named organisation will incur all relevant costs associated with the repair / replacement of these items.

Name: _____

Signed: _____ Date: _____