

## Function Room Bookings

### Internal Bookings

commUnity+ has an internal booking system for the following rooms at Deer Park:

- Large function room
- Classroom A
- Classroom B
- Classrooms A & B
- Office space

Staff are advised to check the availability of these rooms via the Office 365 Booking System, prior to making any further arrangements.

If the required room is available, staff need to ensure the following details are added to the booking:

- Start / finish time of the booking (please allow for set up / pack up times)
- Purpose of the booking
- Responsible person(s)

Staff are to ensure that the rooms are left clean and tidy, and all furniture replaced back to the original position.

### External Bookings

Comm Unity Plus Services Ltd (commUnity+) has a large function room available for community members and other organisations to access for meetings, functions or events. Also available for use are 2 classroom (accommodating either 16 or 20 people) and office space.

Enquiries for bookings may be received via phone or email. The following text may be provided in response to all enquiries:

*Thankyou for your enquiry regarding the use of the function room at commUnity+ Deer Park site.*

*You are required to complete the attached Function Room Booking Form (as per policy of commUnity+) and return via email to Jerome Rodrigo – Facilities Coordinator at [facilities@comm-unityplus.org.au](mailto:facilities@comm-unityplus.org.au) so we can ensure that your requirements are met.*

*Thankyou for your enquiry!*

All bookings must have a Function Room Booking Form completed.

Once the Function Room Booking Form has been received and booking confirmed, a non-refundable deposit of \$100 must be paid to commUnity+. An invoice for the total amount will be issued. Full payment must be made 7 days prior to the booking. A receipt for payment will be issued once payment has been received. If payment is not received, then the booking will be cancelled.

As per Function Room Booking Form, interested parties must ensure that the Payment Details are completed and contact details provided for the person responsible for collection of the swipe / keys (if applicable for after hours meetings).

There may be some after hours events where external security may be required. The costs for external security will be borne by the group organising the event.

It is the responsibility of commUnity+ to ensure that Stay Safe Security Monitoring are notified of any after hours functions. If the building is not adequately armed after an after hours function, then the booking organisation will be liable to pay the call-out fee

At times, a security deposit may need to be paid prior to some bookings, which will be returned upon a satisfactory review of the premises after the event. Payments for any breakages or damage will be incurred by those responsible for the booking.

Please note, it is at the discretion of commUnity+ as to which bookings are accepted and/or charged.

## Pricing

Please note, bookings must be made for a minimum of 2 hours.

The following is a guide as to pricing rates for community members / other external organisations (GST inclusive):

<b>Corporate /Commercial / Government</b>	<b>Min. 2 hours</b>	<b>AM 4 hours</b>	<b>PM 4 hours</b>	<b>All Day</b>	<b>Evening 4 hours</b>
Function Room	\$150	\$250	\$250	\$450	\$250
Classroom (s)	\$100	\$150	\$150	\$275	\$150
Office Space	Pricing on request				
<b>Not-for-Profit (under \$1,000,000)</b>					
Function Room	\$100	\$175	\$175	\$250	\$175
Classroom(s)	\$75	\$100	\$100	\$200	\$100
Office Space	Pricing on request				
<b>Community Groups</b>					
Function Room	\$50	\$75	\$75	\$125	\$100
Classroom(s)	\$25	\$50	\$50	\$75	\$75
Office Space	Pricing on request				