



Brookton

Community Resource Centre

89 ROBINSON STREET, BROOKTON WA 6306

PO BOX 42, BROOKTON WA 6306

P: 08 9642 1377

HOT OFFICE/CONFERENCE ROOM HIRE BOOKING FORM

Effective from 1st July 2022

Hiring Organisation: _____

Contact Person: _____

Contact Number: _____

Contact Email Address: _____

- Room Required: (please tick)**
- Hot Office (*Fits 2 persons, comfortably seated*)
 - Meeting Room (*Fits 8 persons, comfortably seated*)
 - Training Area (*Fits 12 persons, comfortably seated*)

Dates required: _____

Recurring Booking: Yes **Frequency:** _____ **Recurrences #:** _____

PO# (If required) _____

Certificate of Public Liability Insurance: Attached

Please attach a copy of your Public Liability Insurance Certificate of Currency for our Shire records.

Do you require IT support? Yes No

Additional equipment and services - Do you require any of the services listed below?

- Tea and Coffee Facilities for attendees
- Rear Data Projector and Screen
- Room set up—chairs tables etc
- Whiteboard
- Internet Video Conferencing
- TV Screen / HDMI Cable

Additional information, details, or requirements:



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HOT OFFICE/CONFERENCE ROOM HIRE TERMS AND CONDITIONS

Effective from 1st July 2022

Dear valued client,

Please find detailed below the terms and conditions for Hot Office/ Conference Room Hire at Brookton CRC. Should you have further queries or additional requirements, please contact us at the Brookton CRC.

ROOM HIRE

Room Hire is available by the full or half day (morning or afternoon).

Morning room hire is between 9.30 am and 12.30 pm

Afternoon room hire falls between 12.30 and 4.00pm

Room hire that straddles the midday period (e.g., 10.00 am- 2.00 pm) will be charged as a full day, as the Community Resource Centre would be unable to hire out the room to other clients for the morning or the afternoon. Special arrangements for room hire that falls out of these hours may be discussed with CRC Staff.

Charges:

*Basic Charges for **Hot Office:***

1hr \$25.00 * *Only available for private use*

Half day \$50.00

Full day \$75.00

*Basic Charges for **Conference Room & Training Area:***

1hr \$35.00 * *Only available for telehealth appointments*

Half day \$60.00

Full day \$85.00

All rooms are equipped with reverse cycle air-conditioning and Ethernet ports. Tea and coffee facilities are free for your personal use. Please notify us should you require these facilities for a meeting/class etc.

PRINTING/SCANNING CHARGES

	<i>Up to 25 pages</i>	<i>26 to 100 pages</i>	<i>101 pages +</i>
A4 Mono Single Sided	\$0.45	\$0.30	\$0.25
A4 Mono Double Sided	\$0.65	\$0.45	\$0.40
A4 Colour Single Sided	\$0.85	\$0.45	\$0.40
A4 Colour Double Sided	\$1.25	\$0.75	\$0.70

ADDITIONAL EQUIPMENT AND SERVICES

We have available a range of equipment and services including:

- Rear data projectors and screen
- Whiteboard
- Internet video conferencing
- Kettle and kitchen facilities

Please contact staff for information and charges for these facilities and services.

Please book well in advance where possible, to help us provide the best service we can to meet your requirements. We will provide you with an email booking confirmation once you have made your booking, to avoid potential confusion.

CANCELLATION POLICY:

The Brookton CRC imposes the following cancellation fees:

- Cancellation with 2 weeks or more notice, no cancellation fee will be applied.
- Cancellation with 1-2 weeks' notice will incur a 15% of room hire fee.
- Cancellation with 3-7 days' notice will incur a fee of 25 % of room hire fee
- Cancellation with 48 hrs. notice will incur a 50% of room hire fee
- Cancellation with less than 48hrs notice will incur the full of room hire fee.

Should you need to cancel, and your organisation is meeting with clients, it would be greatly appreciated that you ensure your clients are notified by you as soon as possible.

DAMAGE TO BROOKTON CRC PROPERTY OR PREMISES

The hirer will take responsibility to meet the cost of repair or replacement to any damage to Brookton CRC property or premises by the hirer or their clients, incurred during the course of room hire and as a result of misuse.

SMOKING:

Brookton CRC is a Public Building and is therefore smoke free. Please do not smoke within 5 metres from any Brookton CRC entrances or air inlets. In addition, please ensure ask that attendees do not smoke within 5 metres of entrances or air inlets.

TOILETS:

Our toilet is located at the rear of the building, through the kitchen. This toilet is not a public toilet, and therefore is not available to your clients.

WAITING CLIENTS:

Reception services are not part of our room hire service at this stage. Should you require reception services, please speak with staff.

PURCHASE ORDERS:

Please supply a purchase order on or prior to the day if your organisation requires one for billing purposes.

NEW CUSTOMERS:

Please provide our staff with your details for contact and billing purposes on the Hirer Registration Form provided. A Room Hire Record Sheet is in the Hot Office at all times, please fill in relevant details, and list any photocopies, faxes etc. that are to be billed with your room hire.

Please note: The Brookton CRC reserves the right to refuse bookings at its discretion.

SUGGESTIONS AND FEEDBACK:

We would love to hear your suggestions on how to improve our service. Please let us know if you are unhappy with any aspect and we will endeavour to address any concerns. In addition to that, if you are happy with our facilities and service, we would be keen to hear what has made a positive impact.

DECLARATION:

I declare that I have read & agree to the above Terms and Conditions in relation to hiring a meeting room at the Brookton Community Resource Centre.

Name

Date

Signed

DEBTOR DETAILS REQUEST

Please complete and return to:
Finance Administration Officer
Shire of Brookton
PO Box 42, BROOKTON 6306
mail@brookton.wa.gov.au

Requesting Officer:

Date:

Company Details

Company Name

Trading As

ABN

GST Registered

Contact Name / Position

Postal Address

Physical Address

Phone Number

Fax Number

Email Address

Accounts Payable Contact Details

Contact Name / Position

Phone Number

Email Address

Authorisation (Office Use Only)

Authorised By

Signature

OFFICE USE ONLY

Debtor Number:

New Debtor Created

Activated By:

Debtor Updated

Date: