



# KBCCI

## HIRE AGREEMENT

O'Connor House - 5/58 Egan Street

**Hire Fees** : Fees are for hire between 8.30am to 5.00pm,

a \$60 (Plus GST) per hour surcharge applies outside of these hours and subject to approval.

### Members

#### *Up to 35 people*

\$80 +GST	0-1hr
\$150 +GST	1h+ to 4hrs
\$220 +GST	4hrs Plus

#### *Over 35 people*

\$90 +GST	0-1hr
\$225 +GST	1h+ to 4hrs
\$330 +GST	4hrs Plus

### Non-Members

#### *Up to 35 people*

\$120 +GST	0-1hr
\$250 +GST	1h+ to 4hrs
\$350 +GST	4hrs Plus

#### *Over 35 people*

\$150 +GST	0-1hr
\$300 +GST	1h+ to 4hrs
\$450 +GST	4hrs Plus

The theater format accommodates up to 60 people  
The round tables format accommodates up to 35 people  
The boardroom accommodates a function up to 100 people unseated

Please complete the following details and email this form to [info@kbcci.com.au](mailto:info@kbcci.com.au).

Organisation: .....

Postal Address: .....

Contact: ..... Phone: .....

Email: ..... Number of People: .....

Date of hire: .....

Hire Time (**Include setup**): .....

Setup Format :      Long Table- Committee Style      Long Table- Projector View      Round Tables      Theater      Unseated

We hereby accept the terms and conditions as listed above and overleaf and will pay any costs incurred by us as specified.

Signed: ..... Date: .....

Conditions of Hire overleaf must also be signed.

# CONDITIONS OF HIRE

## Hours of Use

The Boardroom suite is available for hire between the hours of 8.30am and 5.00pm Monday to Friday. Prior arrangement for use outside these times may be possible, but an extra charge will be applied.

## Cancellations

If the booking is cancelled less than 7 days prior to the date required, a cancellation fee of 50% will apply.

## Services provided at no extra cost

- WiFi
- Video Conferencing facilities
- Overhead Projector
- Laptop
- Pointer
- Microphone and Speaker
- Tea and Coffee Facilities

## Catering

The KBCCI can arrange catering. Prices available on enquiry.

## Damage

The hirer will be responsible for payment to rectify any damage to the suites and furniture. Please note a cleaning charge may apply for some functions.

## Surcharge

A \$60 (Plus GST) per hour surcharge will be added for venue hire before 8:30am and after 5.30pm week nights and any weekend hires.

## Smoking

Please note that smoking is NOT permitted at any time within the suites of the O'Connor House building.

## Authorisation

I, (print name)
of, (company)

accept the above conditions.

Signed	Date
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## Payment Details

Mastercard	Visa	Invoice	Cheque	Office use only
Card holders name				Current Member
Credit card number				Invoice sent
Expiry date	/	CVV number		Payment processed
Total Amount				Format confirmation
Signature				Catering