



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

\$100 +GST	0-1hr
\$170 +GST	1h+ to 4hrs
\$240 +GST	4hrs Plus

Over 35 people

\$110 +GST	0-1hr
\$260 +GST	1h+ to 4hrs
\$360 +GST	4hrs Plus

Non-Members

Up to 35 people

\$160 +GST	0-1hr
\$350 +GST	1h+ to 4hrs
\$450 +GST	4hrs Plus

Over 35 people

\$220 +GST	0-1hr
\$400 +GST	1h+ to 4hrs
\$550 +GST	4hrs Plus

The boardroom accommodates a function up to 100 people unseated,
and between 12- 60 people seated, depending on the set up style.

The set up style is arranged with the admin staff when booking.

Please complete the following details and email this form to 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.
FAILURE TO SHOW IS STILL CHARGED FULL PRICE

Services provided at no extra cost

- WiFi
- Video Conferencing facilities available, with prior arrangement with KBCCI
- Overhead Projector, Laptop and Pointer available, with prior arrangement with KBCCI
- Microphone and Speaker available, with prior arrangement with KBCCI
- 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.

Facilities

Limited restroom facilities for disabled / wheelchair access.

Authorisation

accept the above conditions.

Payment Details

 Mastercard Visa Invoice Cheque