



# KBCCI

## HIRE AGREEMENT

### Felix Cowle and Robert McKenzie Suites

Please complete the following details and email this form to the  
Kalgoorlie-Boulder Chamber of Commerce & Industry Inc.

**Hire Fees** (Fees are for hire between 8.30am to 5.00pm, a \$50 (Plus GST) per hour surcharge applies for any after hours requirements)

#### Members

##### *Up to 30 people*

\$220 per day (Plus GST)

\$150 per half day (Plus GST)

\$50 per hour (Plus GST)

##### *Over 30 people*

\$330 per day (Plus GST)

\$225 per half day (Plus GST)

\$75 per hour (Plus GST)

#### Non-Members

##### *Up to 30 people*

\$250 per day (Plus GST)

\$170 per half day (Plus GST)

\$60 per hour (Plus GST)

##### *Over 30 people*

\$375 per day (Plus GST)

\$255 per half day (Plus GST)

\$90 per hour (Plus GST)

*The Felix Cowle Suite accommodates training facilities for 30 people*

*The Robert McKenzie Suite accommodates boardroom facilities for 20 people*

*Both rooms can be opened to accommodate a function for 100 people or theatre style seating for 60 people*

Felix Cowle Suite facilities include tea and coffee, TV/DVD player, data projector, screen and whiteboard.  
Catering is available, prices on enquiry.

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

Organisation: .....

Postal Address: .....

Contact: .....

Phone: .....

Email: .....

Number of People: .....

Please tick the suite you wish to hire:

Felix Cowle Suite

Robert McKenzie Suite

Both rooms

Date of hire: .....

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

Data Projector required:

Yes

No

Signed: .....

Date: .....

Conditions of Hire overleaf must also be signed.

**Kalgoorlie-Boulder Chamber of Commerce & Industry Inc.**

**PO Box 10259, Kalgoorlie WA 6433 • Phone: (08) 9021 2466 • Email: info@kbcci.com.au**

# CONDITIONS OF HIRE

## Hours of Use

The Felix Cowle and Robert McKenzie suites are 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
- Tea and Coffee Facilities
- Electronic Whiteboard
- Overhead Projector
- Laptop
- Microphone & Speakers
- Access to free to air television channels and DVD player via projector

## 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 \$50 (Plus GST) per hour surcharge will be added for venue hire after 5.30pm week nights and any weekend hires.

## Smoking

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

## Authorisation

I, (print name)

of, (company)

accept the above conditions.

Signed

Date