



MEETING ROOM HIRE AGREEMENT

Hire Fees (Fees are for hire between 8.30am to 5.00pm, a \$60 (Plus GST) per hour surcharge applies for any after hours requirements)

Members

\$70 +GST		per hour
\$100 +GST		half day
\$150 +GST		full day

Non-Members

\$100 +GST		per hour
\$250 +GST		half day
\$350 +GST		full day

The meeting room accomodates up to 8 people.

Your visiting guests will be greeted by KBCCI Reception and offered a beverage.

Guests will be seated at reception before staff advising of their arrival.

WiFi facilities are available.

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**):

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

Hours of Use

The Meeting Room 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
- Tea and Coffee Facilities
- Laptop facilities available, with prior arrangement with KBCCI

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 O'Connor House building.

Facilities

Limited restroom facilities for disabled / wheelchair access.

Authorisation

accept the above conditions.

Payment Details

 Mastercard Visa Invoice Cheque