



# MEETING ROOM HIRE AGREEMENT

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

<b>Members</b>	\$150 per day (Plus GST)	\$100 per half day (Plus GST)
<b>Non-Members</b>	\$200 per day (Plus GST)	\$150 per half day (Plus GST)

*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.*

*Telephone and WiFi facilities are available.*

## Bookers Details:

Organisation: .....

Postal Address: .....

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

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

Date of hire: .....

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

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

Please note all attendees who enter the KBCCI office must comply with any government regulations in place at the time of the booking.

**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 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.

## Services provided at no extra cost

- WiFi
- Tea and Coffee Facilities
- Electronic Whiteboard

## 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.

## 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