

Geraldton Training Room Booking Form

24-28 Gregory Street, Geraldton WA 6530



Room Hire Booking Information			
Organisation			
Contact Name			
Postal Address			
Email Address			
Phone Numbers			
Date/s of Booking			
3 months payment is required in advance for recurring monthly bookings			
Purchase Order Reference (if applicable)			
Session Time	<input type="checkbox"/> Half Day 8:00am – 12.30 noon <input type="checkbox"/> Half Day 12.30pm – 4.30pm <input type="checkbox"/> Full Day 8:30am – 4:30pm <input type="checkbox"/> Alternative Time Frame – Specify Time:		
Hire Cost - Training Room (seats up to 40 people)			
	Half Day	Full Day	Bond
Community Rate	\$100.00	\$160.00	\$100.00
Commercial Rate	\$175.00	\$290.00	\$150.00
Equipment/Facilities Requirements (tick all that apply)			
Tea and Coffee 48hrs notice is required	<input type="checkbox"/> Required (\$5 per person) For how many guests? Select Milk Options: <input type="checkbox"/> Full Cream <input type="checkbox"/> Hilo <input type="checkbox"/> Lactose Free <input type="checkbox"/> Almond		
Equipment	<input type="checkbox"/> Laptop (subject to availability) <input type="checkbox"/> Projector <input type="checkbox"/> Wi-Fi		
A cancellation fee of 50% x room rate is applicable if less than one week's notice is given.			
Confirming your Booking			
To confirm the booking for the Geraldton Training Room we will need to receive a signed of this form and a Deposit of \$100. The deposit will be credited to the account at the conclusion of the event.			
Bond Return (please select the preferred method of direct deposit to receive bond refund)			
<input type="checkbox"/> Bank Account		OR	<input type="checkbox"/> Credit Card
Account Name		Card Number	
BSB		Expiry Date	
Account No.		CVV (3-digit #)	
Agreement			
As the hirer, I acknowledge the following:			
<ul style="list-style-type: none">I have reviewed the Terms & Conditions of Hire (located on the following page) and agree to abide by all stated conditions.I agree the venue will be left clean and tidy; otherwise, an additional cleaning fee of \$100 will applied.			
<input type="checkbox"/> By checking this box and typing my name below, I am electronically signing this booking form.			
Full Name		Date	

Please send the completed form via email to MidWestGascoyne@ngala.com.au

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Terms & Conditions of Hire

The Hirer must ensure that they and their guests:

1. Do not behave in a dangerous, noisy, offensive, illegal, immoral or otherwise objectionable manner;
2. Do not do anything which is or is likely to be detrimental to the operation, reputation or image of Ngala Midwest & Gascoyne;
3. Comply with all relevant laws, regulations (including, without limitation, those relating to the sale and consumption of liquor), directions and instructions given by Ngala Midwest & Gascoyne in relation to any aspect of the hire;
4. There is strictly no smoking permitted on Ngala's premise, including surrounding gardens and carpark;
5. Obtain at its own expense, and if required produce evidence of all, permits, licences and consents required relating to the Hirer's use of the Venue;
6. Do not cause any damage to the Venue or any property in or about the Venue. The hirer understands and agrees that any damage incurred will be charged to the hirer. If the damage is in excess of the bond, the hirer will be charged accordingly;
7. Keep and leave the Venue in a clean and tidy condition at the end of hiring (please refer to checklist on fridge). This includes returning all furniture to its original position. Please notify Ngala Midwest & Gascoyne of any breakages using the following email address: MidWestGascoyne@ngala.com.au. An excess cleaning fee of \$100.00 will be charged if this is not actioned.
8. Do not make any alterations to the Venue nor install any fixtures, fitting or apparatus whatsoever without Ngala Midwest & Gascoyne prior written approval first obtained;
9. Comply with any rules relating to the Venue as may be published by Ngala Midwest & Gascoyne from time to time including all security and evacuation procedures applicable to the venue;
10. Are aware of all evacuation exits and meeting points in the occurrence of an emergency;
11. Vacate the venue and remove all belongings and other items brought to the Venue by the Hirer or any of its Guests immediately on the expiration of the Access Times or such later period as Ngala Midwest & Gascoyne may allow in writing;
12. Do not hinder or obstruct Ngala Midwest & Gascoyne and its employees agents or contractors or any other person permitted by Ngala Midwest & Gascoyne or authorised by law to exercise his or her duties in or about the venue;
13. Do not misuse, overload or interfere with the Venue's Facilities, fittings or equipment;
14. Be responsible for the health, safety and physical wellbeing of guests at the event. This includes keeping floors clear of any rubbish or spills that may result in an injury for the duration of the event;
15. In the event of a dispute, all disputes will be handled in accordance with Australian Law;
16. Obtain Ngala Midwest & Gascoyne prior written approval for any display and comply with all instructions given by Ngala Midwest & Gascoyne with respect to any display to be used or installed at the Venue including routing, replacement and method of installation, use and removal; and
17. Cancellation
 - Ngala reserves the right to cancel a booking with 60 days' notice if building usage requirements change.
 - Where notice of cancellation is given by the hirer to Ngala more than one week before the time for which the premise is booked, such notice must be given in writing and any deposit paid by the hirer shall be refunded.
 - Where notice of cancellation is given less than one week before the time for which the premise is booked, a cancellation fee of 50% of selected room rate is applicable.

Office Use Only – Booking Staff

<input type="checkbox"/> Booking checked against calendars?	<input type="checkbox"/> Booking confirmed with client?
<input type="checkbox"/> Deposit received? Date:	<input type="checkbox"/> Deposit returned? Date:
<input type="checkbox"/> Tea / coffee required?	<input type="checkbox"/> Numbers confirmed?
<input type="checkbox"/> Security pass / key issued? (if out of business hours)	

Office Use Only – Finance Staff Payment Terms 30 days

Please raise an invoice for the debtor described on the previous page

Paperwork Attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Amount (inclusive of GST)	
Description to be Written on Invoice			
Charged Cost Centre		Requested by	
Contact Number		Date	