

ROOM BOOKING FORM

Please take a few moments to fill out the form below to confirm your booking. If you have any questions, feel free to contact the people below

Yolande Welmans on 0459 626 672 or 03 6451 2807 or yoldande@studyhubwestcoast.com.au

Tracie Phillips on 0491 205 400 or 03 6451 2807 or tracie@studyhubwestcoast.com.au

EVENT DETAILS AND CONTACT INFORMATION

EVENT DATE: Click or tap to enter a date.

ORGANISATION: Click or tap here to enter text.

ABN:

PURPOSE: Click or tap here to enter text.

BOOKED BY:

Will you be in attendance on the day? Yes ☐ No ☐

If no please supply the name of the person responsible on the day. Click or tap here to enter text.

CONTACT EMAIL: Click or tap here to enter text.

CONTACT PHONE NUMBER: Click or tap here to enter text.

ACCOUNTS DEPARTMENT CONTACT NAME: Click or tap here to enter text.

CONTACT DETAILS: Click or tap here to enter text.

ADDRESS FOR INVOICE: Click or tap here to enter text.

NUMBER OF ATTENDEES: Click or tap here to enter text.

Note: **Coronavirus (COVID-19) Study Hub West Coast Campus Policy**

Study Hub West Coast has a duty of care to ensure, so far as is reasonably practicable, the health and safety of their staff students and visitors to the Study Hub. This includes providing and maintaining a work environment that is without risks to health and safety. The Study Hub has implemented measures to ensure the safety and continued health of staff, students, visitors and the wider community.

ROOM HIRE COST INFORMATION

Private Study Room Fee (Max 2 people)	\$80 + GST
Lecture Room (Max) of 10 people	
Lecture Room ½ day fee	\$120 + GST
Lecture Room full day fee	\$170 + GST
Loft Room ½ day fee (Max 12 people)	\$70 + GST
Loft Room full day fee	\$130 + GST
Main Hall (Max of 25 people)	
Main Hall ½ day fee	\$150 + GST
Main Hall full-day fee	\$200 + GST
Small workshop fee (up to 2 hours)	\$50 + GST

PREFERRED ROOM

PRIVATE STUDY ROOM ☐

LECTURE ROOM ☐

SETUP STYLE

CLUSTER ☐ U-SHAPE ☐ CLASSROOM ☐ THEATRE STYLE ☐

MAIN HALL ☐

SETUP STYLE

THEATRE STYLE ☐ THEATRE SEATING ONLY ☐

CLASSROOM ☐ BOARDROOM ☐

LOFT AREA (open to main hall) ☐

SETUP STYLE

LECTURE ☐

START TIME: Click or tap here to enter text. FINISHING TIME: Click or tap here to enter text.

ORGANISER ARRIVAL TIME: Click or tap here to enter text.

PARTICIPANTS ARRIVAL TIME Click or tap here to enter text.

ADDITIONAL EQUIPMENT AND AV REQUIREMENTS

WIFI ☐ LAPTOP ☐

WHITE BOARD ☐ REGISTRATION TABLE ☐

VIDEO CONFERENCE ☐ OTHER ☐

Other description: Click or tap here to enter text.

ADDITIONAL REQUIREMENTS

WILL THERE BE MATERIALS DELIVERED TO THE STUDY HUB? YES ☐ NO ☐

EXPECTED DATE OF DELIVERY: Click or tap to enter a date.

ELECTRONIC COPIES CAN BE PRINTED BY THE STUDY HUB AT AN ADDITIONAL COST: YES ☐ NO ☐

Please note any deliveries must be arranged with and approved by the Manager prior to delivery.

TERMS AND CONDITIONS:

1. On receipt of a signed booking form, you have entered into a contract with the Study Hub. An invoice will be raised and sent to the Accounts Department or Individual as per the booking form details.
2. All charges are payable as per the invoice details.
3. Payment terms are 14 days from date of invoice
4. Any Cancellation or change of date 10-15 working days prior to the room booking will result in a refund less an administration fee of 10% of the invoiced amount.
5. Any cancellation made within 5 working days prior to room booking, will result in a refundable amount of only 50% of invoiced amount.
6. Cancellation within 2 working days of booking will be non-refundable.
7. The Hirer must:
 - a. undertake an induction of the premises prior to any events held in the building;
 - b. ensure that the Event Manager is present and in control of the Function at all times;
 - c. maintain a reasonable state of cleanliness, or additional cleaning costs may be incurred.
8. The Hirer must take active steps to ensure that none of its staff, contractors, participants or guests, do any of the following:
 - a. damage or attempt to damage any part of the building or its installations, fittings or fixtures, displays or artwork;
 - b. attach any sign, decoration or other item to any part of the building without prior authorisation;
 - c. interfere with or alter any of the electrical, security, lighting or sound systems in the building;
 - d. invite or permit into the building any other persons than those for the event outlined above;
 - e. enter areas of the building other than those designated by Study Hub West Coast.
 - f. cause any nuisance to neighbours or other users of the building;
 - g. bring into the building any flammable materials, or light or maintain a naked flame.
 - h. use the Function Area or the Building for any purpose except the Function as described in the Schedule.

ACCEPTANCE OF TERMS AND CONDITIONS BY HIRER

Name: _____

Signature: _____

Date: Click or tap to enter a date.