

# FACILITY HIRE FORM

## Office Use Only

Requisition/Receipt No. & Date:

Database No.

Invoice No.

## Hirer (Applicant) Details

Name	
Organisation (if applicable)	
Postal Address	
Day Contact Phone No.	
Email contact	
Mobile Number	
Person-in-Charge	
Invoice to	
Date booking made	
Date booking confirmed	
Purchase Order No.	

## Hire Details

Date(s) of booking	
Room(s) booked	
Equipment required	
Purpose / Title of Event	
Number attending	
Seating style	
Catering Details	
Function start time	
Function end time	

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## Specific Terms and Conditions

1. Payment for hire should be made in full, no later than 48 hours prior to the booking date or, where an invoice is requested, within seven (7) days of the date of our invoice.
2. The organisation agrees that the room charges for this function will be as quoted and that any after-hours events may incur an extra staff fee or lock and/or unlock service.
3. The Hirer shall observe their responsibilities and obligations with regard to the health and safety of persons using the facility and;
  - i) shall ensure that the GEA Emergency Evacuation Procedures are read and understood by all persons attending,
  - ii) shall not permit any person to smoke within any GEA office, and
  - iii) shall compile and maintain a register of the names of all persons who will be attending the facility during the hire period for emergency evacuation purposes.
4. The Hirer agrees to pay such further charges as may be determined by the GEA in the case of damage, loss or theft occasioned to the facilities, equipment or any other property incurred as a result of the hire.
5. The Hirer shall ensure that the facilities and equipment hired are used only for the purpose described above and will not result in the reputation of the GEA being brought into question.
6. The Hirer shall be responsible for maintaining the facilities and equipment in good order and ensuring their security at all times during the period of hire.
7. The GEA reserves the right to charge a cleaning fee where special cleaning services are deemed to be required as a result of the facility or equipment being hired to the Hirer.
8. Should the Hirer need to cancel their booking, immediate notification of cancellation would be appreciated. Full hire fees will be charged where cancellations are made with less than 48 hours notice. Half hire fees will be charged where cancellations are made with less than 1 week but more than 48 hours notice.
9. Hours of Operation: Office hours are between 8am and 4:30pm Monday to Friday.  
Bookings outside these hours will incur an additional \$25 per hour fee for staff.  
  
Bookings on weekends will incur an additional \$50 per hour fee for staff.
10. Should the Hirer need to amend/cancel catering, notification is required no later than three (3) working days **prior** to the event. No refunds can be given for amended/cancelled catering orders after three (3) working days prior to event.

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## Release and Indemnity

The Hirer occupies and uses the Facility and Equipment at its own risk.

The Hirer releases the Gladstone Engineering Alliance, its officers, employees and agents from and indemnifies them against any claim for damage, loss, injury or death made against them by any person

- (a) whether or not it is caused by the Hirer's negligence or default if it:
  - (i) occurs in the facility during the period of the hire of the facility and equipment; or
  - (ii) arises out of or is a consequence of the use of the facility and equipment by the Hirer; except to the extent that it is caused by Gladstone Engineering Alliance deliberate act or negligence; and

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- (b) if it arises from the negligence or default of the Hirer or the Hirer's employees, except to the extent that it is caused by the University's deliberate act or negligence.

### Schedule of Charges

Item	Calculation	Total (GST inclusive)
Room Hire Charge	Board Room Half Day: \$175 Board Room Full Day: \$250  Training Room Half Day: \$225 Training Room Full Day: \$325  Large Conference Room Half Day: \$315 Large Conference Full Day: \$425  Note; if you are not a member of the organisation or a not for profit organisation, an additional \$75.00 fee will be charged per booking.  <i>5 + day hire 10% discount applies</i>	
Equipment Hire Charge	Included in room hire	
Additional Hours Fees (staff hours or unlock/lock up fees)		
	<b>Total Hire Charge (includes GST)</b>	

Board Room Facilities: Seats 10 – 12. Board room table, chairs, teleconferencing facilities, smart television with internet access and whiteboard available.

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Training Room Facilities: Seats up to 24 (however 20 is comfortable). Tables, Chairs, Smart television with internet access and whiteboard available.

Large Conference Room Facilities: Seats up to 60 (however 40 is comfortable). Tables, Chairs, Smart television with internet access and whiteboard available.

Tea, Coffee and Water Provided. Catering Available upon request.

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### Hirer's Acknowledgement and Consent:

I/we, the Hirer, acknowledge that we have read and understood the general terms and conditions for the hire of facilities and equipment from the Gladstone Engineering Alliance as well as any specific terms and conditions set out here and agree to be bound by those terms and conditions:

Hirer: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature of Hirer)