

## 2024 GEA Board, Training and Conference room booking details

### Hirer (Applicant) Details

Name			
Organisation			
Address			
Email:		Phone No.	
Person-in-Charge			
Invoice to			
Purchase Order No.			

### Hire Details

Date(s) of booking			
Room(s) booked			
Equipment required	It is recommended for all team/zoom meetings to bring along a laptop with 3 USB ports and 1 HDMI port.		
Purpose / Title of Event			
Number attending			
Seating style	U-Shape / Classroom / Workshop / Theatre		
Catering Details	Refer to page 3 for catering details		
Venue access time		Function end time	
<p><b>GEA Office Hours:</b>  <b>Monday – Thursday - 8:30 – 16:30</b>  <b>Friday – 8:00 – 16:00</b>  <i>Additional fee of \$50.00 per hour will be charged for outside of regular GEA office hours.</i></p>			

## Room Hire

Room Hire Charge (Please select) GST inclusive			
Board Room Half Day: <b>\$185</b>		Board Room Full Day: <b>\$260</b>	
Training Room Half Day: <b>\$235</b>		Training Room Full Day: <b>\$335</b>	
Large Conference Room Half Day: <b>\$325</b>		Large Conference Room Full Day: <b>\$435</b>	
Equipment Hire Charge		Included in room hire	
<p><b>Note: \$80 additional charge – non-GEA members</b>  <b>5 + day hire 10% discount applies</b>  <i>Additional fee of \$50.00 per hour will be charged for outside of regular GEA office hours.</i></p>			

- Board Room Facilities: Seats 10 – 12. Board room table, chairs, teleconferencing facilities, smart television with internet access and whiteboard available
- 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 Theatre Style) however 40 is comfortable. Tables, Chairs, Smart television with internet access and whiteboard available

## Catering

Item	Costs GST Inclusive (Please Select)	Qty (No. Attendees)	Total
Morning Tea (Cakes Only)	\$7.65 – per person		
Lunch	\$14.25 – per person		
Afternoon Tea (Cakes Only)	\$7.65 – per person		
Fruit Platter	Small - \$49.50 Large - \$60.50		
Cold Meat / Cheese Platter	Small - \$49.50 Large - \$60.50		
*Dietary Requirements	Please specify:		
Refreshments	Included in room hire: Coffee, Tea and Water		
Extras			
<b>Total</b>			

\*Dietary requirements are charged at regular rates

### 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 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. GEA facilities are to be left in a clean and acceptable manner, GEA reserves the right to charge a cleaning fee to the hirer should it deem necessary.
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. 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.

### 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.

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I/we, the Hirer, acknowledge that we have read and understood the general terms and conditions for the hire of facilities and equipment from 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 / Initials)