

# The Queen Victoria Women's Centre

## Victoria Room - Venue Booking Form

Queen Victoria Women's Centre  
for women. by women



### BOOKING INFORMATION

Date required: \_\_\_/\_\_\_/201\_\_

Time required: \_\_\_\_\_ am/pm to: \_\_\_\_\_ am/pm

(Please allow a **minimum of 30 minutes** for set-up and pack-up – QVWC staff and cleaners may access room 5 minutes after venue hire end time)

Function start time: \_\_\_\_\_ am/pm Function end time: \_\_\_\_\_ am/pm

Title of function: \_\_\_\_\_

Number of participants: \_\_\_\_\_ Number of female participants (if known): \_\_\_\_\_

### ORGANISATION DETAILS

Name of organisation: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

### CONTACT DETAILS

Full name: \_\_\_\_\_

Position: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

### ROOM HIRE

(All prices listed are inclusive of GST – minimum hire time 4 hours)

#### Business/Government

\_\_\_ \$720 full day (8:30am-5:30pm)

\_\_\_ \$120 p/hr (min 4 hours)

#### Not-for-Profit

\_\_\_ \$460 full day (8:30am-5:30pm)

\_\_\_ \$75 p/hr (min 4 hours)

**Note:** Each booking will also attract a **\$20 cleaning charge**.

#### After Hours

If you will be at the Centre after 5:30pm, or if you have a weekend event, security/ staff cost may be incurred. The charge is \$60 per hour for a minimum of 4 hours.

#### Layout

\_\_\_ Theatre (max 150)

\_\_\_ Boardroom (max 40)

\_\_\_ U-Shape (max 36)

\_\_\_ Cabaret (max 80)

\_\_\_ Cocktail (max 150)

\_\_\_ Other – please attach a description or visual representation of your desired layout

Do you require a table in the foyer? Yes \_\_\_ No \_\_\_

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### AUDIO-VISUAL EQUIPMENT

Provision of equipment is subject to its availability and QVWC will advise accordingly.

#### Included in cost of venue hire

- Whiteboard  
 Lectern

#### Extras

- |                          |   |      |
|--------------------------|---|------|
| <input type="checkbox"/> | Laptop/Data projector                                 | \$50 |
| <input type="checkbox"/> | Wireless mics (x2) and PA                             | \$50 |
| <input type="checkbox"/> | <b>Bundle:</b> Laptop/Data projector/Wireless mics/PA | \$75 |
| <input type="checkbox"/> | Flipchart stand and paper                             | \$15 |

### CATERING

#### Glassware and Crockery

##### Pricing:

- Up to 25 pieces = \$25*  
*26-50 pieces = \$50*  
*51-100 pieces = \$75*  
*101-150 pieces = \$100*

Item	Qty
<input type="checkbox"/> Mugs* ( <i>no charge if tea/coffee is provided by QVWC</i> )	<input type="checkbox"/>
<input type="checkbox"/> Water glasses	<input type="checkbox"/>
<input type="checkbox"/> Side plates	<input type="checkbox"/>
<input type="checkbox"/> Wine glasses	<input type="checkbox"/>
<input type="checkbox"/> Champagne glasses	<input type="checkbox"/>

#### Tea and Coffee

Unlimited tea, coffee, milk and sugar are available at a charge of:  
**\$3 per person for half day (4 hours) and \$5 per person for full day**

Please supply tea and coffee for \_\_\_\_\_ people

#### Alcohol

Will alcohol be served?  No  Yes (*please see Terms & Conditions*)

#### Food service

*Clients are welcome to self-cater or organise their own catering to be delivered to the QVWC. A list of recommended caterers is available upon request.*

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### PRICING SUMMARY

Room hire	\$ _____
Cleaning	\$20
Audio-Visual Equipment	\$ _____
Catering	\$ _____
Security	\$ _____
<b>TOTAL (inc GST)</b>	<b>\$ _____</b>

Your booking will be considered tentative until this booking form, plus a 50% deposit of the total amount OR full payment is received.

### CANCELLATION FEES APPLY (see Terms and Conditions)

### PAYMENT DETAILS

**Credit Card:**     **Master Card**     **Visa**  
Card number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_    Expiry date: \_\_\_\_ / \_\_\_\_    CCV/CVN: \_\_\_\_\_  
Name on card: \_\_\_\_\_  
Card holder signature: \_\_\_\_\_

**Direct Deposit** to Queen Victoria Women's Centre for \$ \_\_\_\_\_

<p style="text-align: center;"><b>DETAILS FOR DIRECT DEPOSIT</b> <b>Bank:</b> ANZ <b>BSB:</b> 013 160 <b>ACCT Number:</b> 353 287 086 <b>ACCT Name:</b> Queen Victoria Women's Centre Trust <b>Please reference with:</b> 'Hire Date and Organisation Name/Invoice Number'</p>
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### BOOKING AUTHORISATION AND AGREEMENT

I have read and agree to the Terms and Conditions

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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



### Booking, Confirmation and Payment

The Hirer agrees to comply with the Venue Hire Terms and Conditions.

The Queen Victoria Women's Centre (QVWC) venues are available for hire on weekdays and weekends. If you are hiring venues after hours (5:30pm onwards on weekdays and all day Saturdays and Sundays), your booking may incur a security charge. Please contact QVWC for charges involved.

All bookings must be confirmed by a payment of a **50% deposit of the total hire**.

If the booking is made with less than 10 working days of intended use, fees must be paid in full.

In the case of a Private Function full balance of payment, plus the bond, is due 12 weeks prior to your function.

Venue layout requirements should be confirmed at least 5 working days prior to the event. Any changes to set up or equipment requirements a day before need to be approved by QVWC and may incur extra charges.

All bookings are taken in good faith, however QVWC accepts no responsibility should a double booking of a venue occur.

All charges are based on current rates and are subject to change without notice.

### Cancellation

The following cancellation fees apply:

- Cancellation within 3 weeks of booking hirer will forego their deposit.
- Cancellation within 5 working days of booking full hire fee will be charged.

All cancellations must be submitted to QVWC in writing to [venues@qvw.org.au](mailto:venues@qvw.org.au)

If the Hirer wishes to postpone a booking any monies already paid will be put towards the new booking.

### Security

Hire times are Monday – Sunday 8:30am-11pm (unless previously agreed with QVWC). The venue will be closed on Public Holidays.

If using venues after hours (5:30pm onwards on weekdays or during Saturdays and Sundays), security will be required. Security costs \$60.00 per hour including GST for a minimum of four hours.

Additional fees will be charged if the room is not vacated within 15 minutes of the booked time (unless previously agreed with QVWC). Hire times must include bump in, setting up, packing/cleaning up and bump out. It will be assumed that cleaners can access the venue 5 minutes after the venue hire finish time as specified on the booking form.

### Catering and Kitchen

Hirers are welcome to organise their own caterers and ensure that caterer's equipment is packed up and collected within 24 hours of completion of your booking.

For all other catering needs, we can suggest caterers as well. Please contact our office for more details.

If the Hirer chooses to rent crockery or glasses, any breakages need to be paid for.

### Cleaning

The Hirer shall leave the Venue in a reasonable, clean and tidy condition and shall place all rubbish in bins provided. If the Hirer fails to do this the QVWC will organise for cleaning and rubbish removal and the Hirer will be liable for any costs involved.

If using the kitchen facilities the Hirer will leave the kitchen in a clean and tidy condition, all equipment (like microwave, fridges) and fixtures are left clean and in good order including all food and beverages removed.

Each venue booking attracts a \$20 cleaning charge. Additional charges may apply to weekend bookings.

### Alcohol



If alcohol is served during the function, the Hirer shall ensure that its staff, contractors and participants comply with all liquor licensing laws, including the avoidance of drunkenness or inappropriate behaviour and especially prevent consumption of alcohol for any persons under the age of 18 years. The sale of alcohol on the premises of the QVWC is not permitted without the appropriate Liquor License first having been obtained by the Hirer. The QVWC requires a copy of the Liquor License if alcohol is to be consumed at least 14 days prior to the event. It is the Hirer's responsibility to obtain this. For more information on the Liquor License, please visit [www.liquor.vic.gov.au](http://www.liquor.vic.gov.au)

### **Damages**

The Venue's fittings and fixtures must not be broken, pierced by nails or screws or in any other way damaged.

The Hirer and invited guests will conduct the event in an orderly manner in full compliance with the QVWC management policies and within all applicable laws. The cost of any damages to the building or its contents, including any fixtures, furniture and equipment, will be charged to the Hirer.

Due to the heritage nature of the building no notice, sign, poster, scenery, fittings or decorations of any kind must be put up inside or outside the venue without prior consent being gained from QVWC. No Adhesive Tape or Blue Tac may be placed on the floor or any painted surface.

### **Liability/Responsibility**

The Hirers are encouraged to get their own Public Liability Insurance for their event. The Hirer is responsible for the event and the safety of their guests. The Hirer is also responsible for workers' compensation or similar and for all insurance coverage on goods and services brought to, sold, displayed or provided at the venue.

If the QVWC has reason to believe the event will affect the smooth running of the Centre's business, security or reputation, it reserves the right to cancel the event without liability.

The QVWC will not accept responsibility for any loss or damage to the Hirer's equipment or merchandise left in the Centre prior to, during or after an event.

### **OH&S**

All OH&S Issues and incidents must be immediately reported to the QVWC. QVWC's staff and Health and Safety officials have the right to enter any part of the hired area at any time to identify any OH&S concerns. QVWC has the right to shut down any event or meetings if no attempts are made to rectify any OH&S issues.

Overcrowding and spilling into commonly used areas such as foyers, stairwells etc. are not permitted.

### **Basis of Agreement**

Performance of this agreement is contingent upon the ability of the QVWC to complete the same, and may be subject to labour troubles, disputes, strikes or picketing, accidents, government (Federal, State, or Local) requisitions, restrictions upon travel, transportation, equipment failure, and other causes, whether stated or not, which are beyond the control of the QVWC. In no event shall the QVWC be liable for the loss of profit or consequential damages, whether based on breach of contract, warranty, or otherwise.

### **Smoking**

The QVWC is a non-smoking building including venue balconies and rooftops.

No drugs or illegal substances are to be consumed or brought into the QVWC building. Anyone found to be engaging in illegal activities will be removed from the premises.