

COURTYARD ROOM BOOKING FORM 2019

DATE/S REQUIRED _____

ROOM REQUIRED FROM _____ AM/PM To _____ AM/PM

Please allow a minimum of 30 minutes for set up and pack down on either side of your actual function times

FUNCTION START TIME _____ FUNCTION END TIME _____

TITLE OF FUNCTION _____

# OF PEOPLE		EST. # OF WOMEN	
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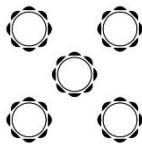
ORGANISATION DETAILS + CONTACT

ORGANISATION NAME			
ADDRESS			
CONTACT PERSON (full name)			
POSITION			
PHONE	Business	Mobile	
EMAIL			

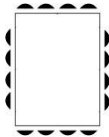
REQUIRED ROOM SET UP - Please tick box



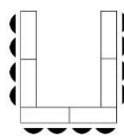
Theatre – Max 49



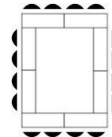
Cabaret – Max 24



Boardroom – Max 32



U-Shape Max 32



Hollow Table – Max 50

Cocktail (Standing) – Max 50

Do you require a foyer table? Please circle Yes / No

Will Alcohol be served? Please circle Yes / No (If yes please see terms & conditions)

Other Set Up – or additional requirements please provide a visual representation of your desired layout in the field below with notes or attach a detailed visual file when returning your booking form.

ITEM	COST		NUMBER REQUIRED				Total
Whiteboard	Free						
Lectern	Free						
Flipchart stand (no paper)	Free						
Laptop / Data Projector	\$55						
Wireless microphones x1 and PA	\$55						
BUNDLE – Laptop / Data Projector / Wireless Mic's / PA	\$85						
Conference Phone.	\$25						
Table Cloths	\$28 each						
Stage 1.8m x 2.4m 3 stage piece available	\$110 each						
	\$3.5 pp ½ day		\$5.5 pp full day				
Tea & Coffee Unlimited	No. of people		No. of people				
	Up to 25 pcs		26 – 50pcs		51- 100pcs		101-150pcs
Mugs (supplied free if you have 'Unlimited Tea & Coffee')	\$25	\$50	\$75	\$100			
Water glasses	\$25	\$50	\$75	\$100			
Side plates	\$25	\$50	\$75	\$100			
Wine glasses	\$25	\$50	\$75	\$100			
Champagne glasses	\$25	\$50	\$75	\$100			
Cutlery (per person)	\$25	\$50	\$75	\$100			
Set Cleaning Fee Weekdays	\$25 Week days - After 6pm may incur additional fees.						
Set Cleaning Fee Weekends	\$100						
BUSINESS / GOVERNMENT	REGISTERED NOT FOR PROFIT						
\$850 full day - 8:30am – 5:30pm	\$550 full day - 8:30am – 5:30pm						
\$150 per hour - min 4 hrs	\$100 per hour - min 4 hrs						
<ul style="list-style-type: none"> Weekends incur a surcharge of 20% on room hire. 							
EVENTS AFTER 6PM OR ON WEEKENDS INCUR A SECURITY COSTS OF \$280 (min 4hrs) + \$70 per hour after							
Number of additional hrs (over 4hr min)							
TOTAL BOOKING COST INC GST							

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

Cancellation fees apply please see Terms and Conditions.

PAYMENT DETAILS

CARD NUMBER		EXP		CSV	
NAME ON CARD					
CARD HOLDER SIGNATURE					

<p>DETAILS FOR DIRECT DEPOSIT</p> <p>ACCOUNT NAME: Queen Victoria Women's Trust</p> <p>BSB: 013 160 AC: 353 287 086</p> <p>Please reference with: 'Hire Date and Organisation Name/Invoice #</p>
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BOOKING AUTHORISATION AND AGREEMENT

I have read and agree to the Terms and Conditions. NAME: _____

SIGNATURE: _____ DATE: _____

OFFICE USE ONLY			
INVOICE NUMBER		INVOICE DATE	

QUEEN VICTORIA WOMEN'S CENTRE – VENUE HIRE TERMS AND CONDITIONS.

1. Booking, Confirmation and Payment

2. The Hirer agrees to comply with the Venue Hire Terms and Conditions.
3. 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.
4. All bookings must be confirmed by a payment of a **50% deposit of the total hire.**
5. If the booking is made with less than 10 working days of intended use, fees must be paid in full.
6. In the case of a Private Function full balance of payment, plus the bond, is due 12 weeks prior to your function.
7. 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.
8. All bookings are taken in good faith, however QVWC accepts no responsibility should a double booking of a venue occur.
9. All charges are based on current rates and are subject to change without notice.

Cancellation

The following cancellation fees apply:

- Cancellation within 4 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@qvwc.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 \$70.00 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 \$25 week day and \$100 weekend cleaning charge. Additional charges may apply to bookings after 6pm.

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

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.