

**HIRE AGREEMENT**

Please complete and email this form to the Collie Chamber of Commerce & Industry at: admin@colliechamber.asn.au

**Hire fees**: (fees are for hire between 9.00 am to 3.00 pm. A surcharge may be charged outside of opening hours)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Hot Desk (ea)** | **Corporate Desk** | **Training Room** | **Meeting Room** |
|  | Chamber Member | Non-Member | Chamber Member | Non-Member | Chamber Member | Non-Member | Chamber Member | Non-Member |
| Per Hour | $10.00 | $15.00 | $20.00 | $30.00 | $30.00 | $40.00 | $40.00 | $50.00 |
| Half day (3hrs) | $25.00 | $40.00 | $55.00 | $85.00 | $85.00 | $110.00 | $110.00 | $140.00 |
| Full Day (6hrs) | $50.00 | $80.00 | $110.00 | $170.00 | $170.00 | $220.00 | $220.00 | $280.00 |

Hire prices to include, up to 1hr free office support, kitchen facilities, tea and coffee, free Wi-Fi and fully furnished. Recommendations can be made for catering.

Please indicate if any of the below are required:

|  |  |  |  |
| --- | --- | --- | --- |
| Electronic whiteboard |  | Laminator\*  |  |
| Projector |  | Binder\*  |  |
| Smart TV |  | Shedder  |  |
| Teleconference phone\* |  | Printer\*  |  |
| Video conference facilities\* |  | WIFI |  |

\*Fees may apply

We hereby accept the terms and conditions as listed above and overleaf and will pay any cost incurred by us as specified.

Organisation:

Postal Address:

Phone: No. of People:

Account Email:

Date/s of Hire Start Time: End Time:

Room configuration:

o Hot Desk Option 1: Monitor, keyboard & mouse – Ideal for plugging in your laptop o Require 2

o Hot Desk Option 2: Desktop with dual screens o Require 2

o Corporate Office Desk Space (One office desk - 3 people, one round table - 4 people)

o Training Room (5 Large study desks 2 - 4 people per desk)

o Meeting Room (Large circle table 10 - 15 Max)

Signed: Date:

Please sign both pages

**CONDITIONS OF HIRE**

**Bookings:**

* Booking forms must be completed and bookings will only be confirmed once the booking form has been received.
* Tentative bookings will only be held for 4 working days.
* Accounts require payment prior to use.
* Payment can be made by direct debit or credit card.
* Special requirements should be requested at the time of the booking and noted on the booking form.

**Surcharge:**

* The Chamber is open **Monday- Friday 9 – 3.00 pm**. Request for meetings booked after 3 pm are at the discernment of the Chamber and is reserved for **members only.** An after-hours surcharge applies for meetings commencing before 9 am and after 3.00 pm Mon- Fri.
* Hire prices to include up to 1hr free office support. Support after this will be charged at $50 per hour.

**Cancellations:**

Cancellations will incur the following charges:

* More than 7 days’ notice - Full refund
* Less than 2 days’ notice - $25.00 administration fee
* Less than 1 days’ notice - 50% of hire fee or $25.00 whichever is the greater

Formal Cancelation is required via email or paper-based evidence.

**Parking:**

* Street parking is located out the front of the Collie Chamber building.

**Conditions:**

* Responsibility for damage or breakages to the facilities, may be charged to the hirer at the Chamber’s discretion.

|  |  |
| --- | --- |
| Signature: | Date: |

|  |
| --- |
| **Office use only:** |
| Booked: | Invoice No. |