

# HOT DESK HIRE AGREEMENT

Commerce Hub, 226 Hannan Street

**Hire Fees** (Fees are for hire between 8.30am to 5.00pm.)



## Members

\$25 +GST	Half day
\$50 +GST	Full day

## Non-Members

\$70 +GST	Half day
\$150 +GST	Full day

*The hot desk accomodates up to 1 person.*

*Tea and coffee facilities available.*

*WiFi facilities are available.*

**Please complete the following details and email this form to [info@kbcci.com.au](mailto:info@kbcci.com.au).**

Organisation: .....

Postal Address: .....

Contact: .....

Phone: .....

Email: .....

Number of People: .....

Date of hire: .....

Hire Time (**Include setup**): .....

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

Signed: .....

Date: .....

**Kalgoorlie-Boulder Chamber of Commerce & Industry Inc.**

**Unit 3, 58 Egan Street, Kalgoorlie WA 6430 • Phone: (08) 9021 2466 • Email: [info@kbcci.com.au](mailto:info@kbcci.com.au)**

# CONDITIONS OF HIRE

## Hours of Use

The Hot Desk is available for hire between the hours of 8.30am and 5.00pm Monday to Friday.

## Cancellations

If the booking is cancelled less than 7 days prior to the date required, a cancellation fee of 50% will apply.

\*FAILURE TO SHOW IS STILL CHARGED FULL PRICE\*

## Services provided at no extra cost

- WiFi
- Tea and coffee facilities

## Damage

The hiree will be responsible for payment to rectify any damage to the suites and furniture. Please note a cleaning charge may apply for an unkept hot desk space.

## Smoking

Please note that smoking is NOT permitted at any time within the 226 Hannan Street building.

## Authorisation

I, (print name)

of, (company)

accept the above conditions.

Signed

Date

## Payment Details

Mastercard    Visa    Invoice    Cheque

Card holders name

Credit card number

Expiry date    /    CVV number

Total Amount

Signature