

BOARDROOM HIRE AGREEMENT

Commerce Hub, 226 Hannan Street

Hire Fees : Fees are for hire between 8.30am to 5.00pm.



Members

\$90 +GST	0-1hr
\$160 +GST	1h+ to 4hrs
\$230 +GST	4hrs Plus

Non-Members

\$150 +GST	0-1hr
\$300 +GST	1h+ to 4hrs
\$400 +GST	4hrs Plus

The boardroom accommodates up to 16 people in a u-shape style booking only.
Please complete the following details and email this form to 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:

Conditions of Hire overleaf must also be signed.

CONDITIONS OF HIRE

Hours of Use

The Boardroom suite 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
- Video Conferencing facilities available, with prior arrangement with KBCCI
- Overhead Projector, with USB connection available, with prior arrangement with KBCCI
- Tea and Coffee Facilities available and can be set up in the room if prior arrangement is made with KBCCI

Catering

The KBCCI can arrange catering. Prices available on enquiry.

Damage

The hirer will be responsible for payment to rectify any damage to the suites and furniture. Please note a cleaning charge may apply for some functions.

Smoking

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

Authorisation

accept the above conditions.

Payment Details

 Mastercard Visa Invoice Cheque