

Room Booking Form: Marjorie Black Community Room



Contact & billing details

Contact Name _____

Organisation _____

Postal Address _____

Email Address _____

Telephone _____ Mobile _____

Booking details

Day/s & Date/s: _____

Arrival time: _____ Departure time: _____

Please note: Start and finish times must include all set up and pack down. Additional charges may apply if the room is not vacated by the nominated finish time, or left in an unacceptable state. Please see Room Hire Terms & Conditions for more details.

Please select the relevant booking type:

Booking Type	SACOSS Member hire fee	Community Sector - non-member hire fee	Government/Private hire fee
Half Day Hire (0-4 hours)	<input type="checkbox"/> \$130	<input type="checkbox"/> \$180	<input type="checkbox"/> \$310
Full Day Hire (more than 4 hours)	<input type="checkbox"/> \$190	<input type="checkbox"/> \$280	<input type="checkbox"/> \$490
Evening Hire (After 6pm)	<input type="checkbox"/> \$110	<input type="checkbox"/> \$140	<input type="checkbox"/> \$235

All prices including GST

Contact person on the day: _____

Mobile: _____

I have read and accept the Terms and Conditions of hire

Signed _____

Equipment included in hire costs:

Flat screen television, data projector & screen, laptop, whiteboard, lectern, hearing loop, kitchenette with microwave, bar fridge, urn, mugs and basic cutlery.

Note: ONE visitor car park is available per room on the day of hire, if the hire is through business hours

Room Hire Terms and Conditions



Payment:

Room hire invoices are issued at the end of each month. Payment is due within 14 days of receipt of invoice. Prices are current at the time of booking.

Cancellations:

We would appreciate as much notice as possible. Please either email roomhire@sacoss.org.au or phone 08 8305 4222 to advise of cancellation.

Access to the building:

You will receive an email from SACOSS no less than 48 prior to your booking date, with instructions on how to access the building.

Equipment:

For full list of equipment see Booking Form.

Care of Rooms:

No attachments (including sticky tape and blu-tak), fixture or defacement is to be made to the internal or external walls, floors or ceilings. Charges will be incurred for repairs arising from unauthorised actions.

Room Setup:

Hirers are responsible for arranging chairs and tables as they require, and are required to pack them away at the end of their event. If the room is left in an unacceptable condition, and/or not vacated by the finish time nominated on the Booking Form, the hirer will incur an additional charge of 25% of the hire fee.

Catering:

It is the responsibility of the function hirer to arrange their catering. Marjorie Black Community Room has a small kitchenette comprising a sink, small fridge, and urn. Mugs, drinking glasses and spoons are available. Any catering equipment that does not belong to SACOSS must be cleared from the area immediately upon completion of the event.

Cleaning:

It is expected that the rooms and toilets will be left in a clean and tidy fashion. If this is not the case, the hirer will incur an additional charge of 25% of the hire fee.

Non-Smoking:

Marjorie Black House is a non-smoking property. Smoking is strictly prohibited in the building. Any person smoking outside is asked to not leave cigarette butts on the ground or in the garden.

Insurance:

SACOSS takes no responsibility for damage or loss of belongings or equipment left at SACOSS prior to, during or after the hirer's function.

Occupational Health, Safety and Welfare:

It is the responsibility of the person in charge to comply with the Occupational Health, Safety and Welfare Regulations of SA. SACOSS reserves the right to refuse entry to any person who does not comply with these regulations.

Emergency Evacuation:

It is the responsibility of the event facilitator to inform their group of the evacuation procedures displayed in each room on arrival.