



### Event Details

Date of Booking	<input type="text"/>	Start	<input type="text"/>	am/pm	Finish	<input type="text"/>	am/pm
Date & Time of Event	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	
Which room?	<input type="checkbox"/> Main (70p max - enclosed)	<input type="checkbox"/> Foyer (30p max - open)					
Number of Attendees	<input type="text"/>						
Main Room/Table Layout	<input type="checkbox"/> Horseshoe	<input type="checkbox"/> Rectangle					
	<input type="checkbox"/> Theatre	<input type="checkbox"/> Workgroups					
	<input type="checkbox"/> No preference	<input type="checkbox"/> Other - Call <b>4228 1585</b>					

### Catering

Type of Catering	<input type="checkbox"/> No catering	Hot or cold food?	<input type="text"/>	Arriving at	<input type="text"/>	am/pm	
	<input type="checkbox"/> Self catering	<input type="text"/>	<input type="text"/>				
	<input type="checkbox"/> IAC caters (at cost price plus \$11 admin fee inc GST)						
Delivery	<input type="text"/>	am/pm	Budget	<input type="text"/>	Budget is	<input type="text"/>	Circle
					<b>Max</b>	<b>Approx</b>	
Food Preferences or Special dietary needs							
<input type="text"/>							

### Your Organisation

Name of your Organisation	<input type="text"/>						
Address for Invoicing	<input type="text"/>						
Purchase Order No.	<input type="text"/>	If applicable	<input type="text"/>	Phone	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact Name and Phone	<input type="text"/>			<input type="text"/>			
Contact Email	<input type="text"/>						

### Lodging your booking request

Sign and date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fax / email the completed form to:	<b>02 4227 4853 / RoomHire@iac.org.au</b>			
	<b>Call 02 4228 1585 for assistance</b>			

### Terms and Conditions

Fees (GST Inclusive)	Capacity	Hourly	Daily (4+)
Main Room (enclosed)	70	\$50	\$180
Foyer (open)	30	\$30	\$120
Entire Venue	100	\$65	\$260

### Room Booking

- Rooms are available 9am to 5pm Monday to Friday. Bookings outside of these hours are not possible without prior arrangement. Bookings out of hours are subject to a \$55.00 surcharge (GST inc)
- The room that is booked is the only room that can be used
- Requests for room layouts must be made at the time of booking
- Breakaway meetings should not take place in our public areas
- The building is air conditioned. Please notify reception of any a/c temperature requirements
- Photocopying is available at 10c per page except for incidental copying

### Health & Safety

- No smoking is allowed in close proximity to the building
- All equipment brought into our premises must comply with current WH&S regulations
- If the fire alarm is sounded, the building should be evacuated as quickly as possible via the nearest exit. Visitors should assemble at Meeting Point 1 (Kenny Street gate). Visitors should not return to the building until IAC staff advise that it is safe to return
- Hirers must advise all visitors of the location of Exit doors
- Hirers must tell all visitors to sign in and out of the building (at reception)

### Payment and Cancellation Fees

- Room hire and catering charges are payable within 14 days of receipt of our invoice
- An additional \$11 charge is applied where the IAC provides catering
- A **cancellation fee of \$55** is charged if a booking is cancelled within 24 hours of the hired time

### Indemnity for injury and damage to property

- Subject to the following clause, the Hirer will at all times indemnify the Illawarra Aboriginal Corporation from and against any foreseeable loss or liability that is caused by any unlawful or negligent act or omission or breach of this contract by the Hirer
- The Hirer's liability to indemnify the Illawarra Aboriginal Corporation under this clause will be reduced proportionally to the extent that such loss or liability was contributed to by any unlawful or negligent act or omission or breach of this contract by the Illawarra Aboriginal Corporation, its officers, employees, subcontractors, agents or professional advisers

### Personal Property

- Hirers are advised that the IAC does not accept responsibility for any loss of personal property