

UPPER HUNTER COMMUNITY SERVICES INC.

Corner Bridge & Market Streets
 PO Box 231
 Muswellbrook NSW 2333
 Phone – 02 6542 3555

CONFERENCE ROOM RESERVATION FORM & USE AGREEMENT

ROOM RESERVATION DETAILS

APPLICANT DETAILS

Contact Name		Company	
Address			
Email		Phone	

EVENT DETAILS

Date		Time	
Duration		No. of Attendees	Max.50 people

ADDITIONAL REQUIREMENTS *(See attached for relevant fees)*

<input type="checkbox"/> Tea & Coffee Facilities	<input type="checkbox"/> Data Projector
<input type="checkbox"/> Lectern	<input type="checkbox"/> Flipchart

Setup Required <i>(Additional fee)</i>	<input type="checkbox"/> Yes – <i>please complete the below</i> <input type="checkbox"/> No
Setup Style	<input type="checkbox"/> Conference Style <input type="checkbox"/> U Shaped Conference <input type="checkbox"/> Classroom Style <input type="checkbox"/> Theatre Style

EVENT PROMOTION *(See attached for relevant fee)*

Do you wish your event to be promoted by UHCS?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Flyer attached?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

PAYMENT DETAILS

Invoice Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Payment Method	<input type="checkbox"/> Bank Transfer <i>Account Name – Upper Hunter Community Services Inc.</i> <i>BSB – 637-000</i> <i>Account No – 722472497</i> <i>Ref: your organisation name</i>
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USE AGREEMENT – TERMS AND CONDITIONS & FEES

ROOM FEES

Room	Not For Profit Organisations	Corporate
Conference Room – Per Hour	\$15.00	\$30.00
Conference Room – Per Day*	\$110.00	\$220.00

*Per Day rate is for a maximum of 8 hours. Additional per hour rates will be charged if the hire exceeds 8 hours. Rates for long term bookings are available. Prices negotiated on availability. Room hire is available from 9.00am -4.00pm.

EQUIPMENT FEES

Equipment	Not For Profit Organisations	Corporate
Data Projector	\$10.00	\$15.00
Lectern		\$5.00
Flipchart	\$5.00	\$10.00
Printing/Photocopying	Colour	80 cents per page
Printing/Photocopying	Black and White	50 cents per page

CATERING

Tea & Coffee Facilities are available at \$2.00 per person.

BOOKINGS

All bookings must be made in writing, by returning the completed Meeting & Conference Room Reservation and Use Agreement form.

CANCELLATIONS

Cancellations must be made no less than 48 hours prior to booking.

CLEANING

The room **must** be left in the state it was found. The following checklist is to be adhered to before leaving the premises:

- ✓ Tables to be cleared of all items
- ✓ All cutlery and crockery used must be washed up (facilities available in staff kitchen)
- ✓ No documents (sensitive or otherwise) to be left in the room
- ✓ All bins to be emptied and placed in large outside bin
- ✓ Surfaces to be wiped clean

If the above is not undertaken to the satisfaction of UHCS Management, a cleaning fee of \$40 will be charged.

If any damage occurs to the room, you will be invoiced for the cost of necessary repairs and services at the discretion of the UHCS Manager.

SMOKING

All rooms at UHCS are non-smoking. Groups who wish to smoke are requested to smoke outside the building in the designated area, 20 meters away from building.



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**CONFERENCE ROOM
RESERVATION FORM
& USE AGREEMENT****CONSIDERATION FOR OTHER USERS**

UHCS is a multi-use building and groups are asked to respect other groups within the centre at all times. As we are a busy building, we cannot always provide quiet spaces, but we will endeavour to meet your expectations. If a problem with another group arises, please see a member of staff.

PAYMENT

Payment is to be made no more than 7 days after the date of the booking.

If full payment is not received within 7 days after booking, UHCS reserves the right to refuse any future bookings.

HEALTH & SAFETY

Please make yourself familiar with the Emergency Evacuation Procedure located on walls of QEII building. Please do not obstruct any exits with any equipment or furniture. If you have any questions about the procedure, please see a member of staff.

Please report any damage to our building or equipment to a staff member, as it may pose a health and safety risk to you or others in the building. This must be done as soon as possible.

Please note that UHCS is not responsible for providing First Aid treatment for your event, or for completing risk assessments.

UHCS is not responsible for insurance or managing your event in terms of health and safety but does reserve the right to stop an event if it believes the event is unsafe to the building or other groups or staff members.

PARKING

Off street parking is available at Muswellbrook Railway Station on Market Street.

THERE IS NO ONSITE PARKING AVAILABLE.

SECURITY

While every effort is made to maintain security within the building, we cannot be held responsible for any damage or theft of personal belongings whilst they are in the building. If you wish rooms to be locked while your group is not using the space, please see a staff member.

DECLARATION

I have read and understood the UHCS Conference Room Reservation Form and Use Agreement Terms and Conditions and agree to its Terms and Conditions.

I also declare that the information I have provided above is true and correct.

Name: _____

Sign: _____

Date: _____

Note – bookings are not finalised without receipt of a signed Use Agreement Form. Completed forms returned to: admin@uhcs.org.au



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OFFICE USE ONLY

Fee Calculation Sheet

Description	Cost	Qty	Total
Conference Room – Per Hour – Not For Profit	\$15.00/hr.		
Conference Room – Per Day*– Not For Profit	\$110.00/day		
Conference Room – Per Hour – Corporate	\$30.00/hr.		
Conference Room – Per Day* - Corporate	\$220.00/day		
Data Projector– Not For Profit	\$10.00		
Lectern– Not For Profit	–		
Flipchart– Not For Profit	\$5.00		
Data Projector- Corporate	\$15.00		
Lectern- Corporate	\$10.00		
Flipchart- Corporate	\$10.00		
Tea & Coffee Facilities	\$2.00/person		

Total Booking Fee	\$	
	Date	Initials
Booking Entered into Calendar		
Invoice Issued		
Payment Received		

